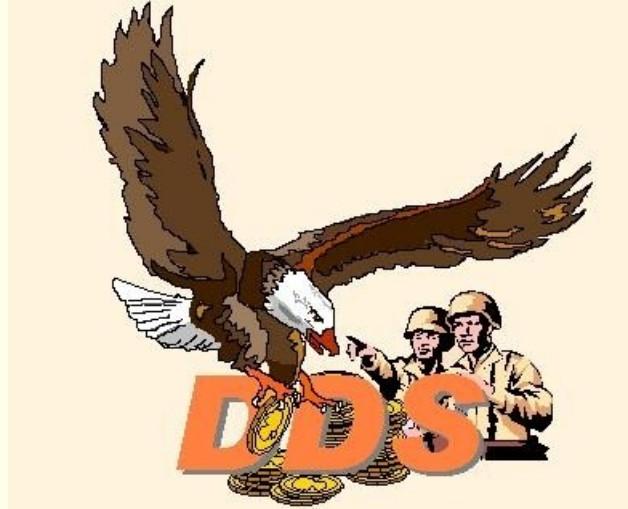




FMSU DISBURSING OPERATIONS TRAINING



OTCnetSM
Deposits Made Simple

**UNITED STATES ARMY FINANCIAL
MANAGEMENT COMMAND
(USAFMCOM)
OPERATIONAL SUPPORT TEAM**

Updated July 2015





AGENDA

- **Action, Condition, Standard**
- **Regulation and Forms**
- **Disbursing Personnel**
- **Deputy Disbursing Officer Financial Systems**
- **Module 1: Introduction to Deployable Disbursing System (DDS)**
 - **What is Disbursing**
 - **DDS Log In**
 - **Set business day**
 - **Exchange rate set up**
 - **DDS function and navigation keys**
- **Module 2: Transfer of Accountability**
- **Module 3: EFT Transactions**
- **Module 4: EFT Rejects and Returns**





AGENDA

- **Module 5: Treasury Checks**
 - Check for payment
- **Module 6: Funding Mission**
 - Check for Cash
 - Transfer In or Out
- **Module 7: Dishonored Checks**
- **Module 8: Loss of Funds**
- **Module 9: Miscellaneous Processes**
 - Deferred Vouchers
 - Query Transactions
 - Backout Processes
 - Vault Leger
 - Agent Info
 - Office Setup
 - Vouchers Series Setup
 - Upload APC Master File
 - Add an APC
 - DDS Help Menu





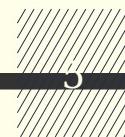
AGENDA

- ▶ ➤ **Module 10: Limited Depository Account**
- ▶ ➤ **Module 11: Advance an Agent**
- ▶ ➤ **Module 12: Clear a Disbursing Agent**
- ▶ ➤ **Module 13: Close Business Day (with Accounting Clerk)**
- ▶ ➤ **Module 14: Close Business Day (without Accounting Clerk)**
- ▶ ➤ **Module 15: End of Day Reports**
- ▶ ➤ **Module 16: Month End Closeout**
- ▶ ➤ **Module 17: Physical Security**
- ▶ ➤ **Module 18: System Requests**
- ▶ ➤ **Module 19: Spillage Prevention**
- ▶ ➤ **Module 20: Points of Contact**



ACTION, CONDITION, STANDARD

- **ACTION:** Perform Disbursing Operations at the FMSU level, in a deployed environment utilizing functional financial systems.
- **CONDITION:** You have a requirement to open daily business, set the exchange rate, clear agent transactions, close the daily business, perform month-end and Transfer of Accountability functions using a computer loaded with DDS Software, DoDFMR Volume 5, DDS Guide, access to OTCnet, ITS.gov, and standard office supplies and equipment.
- **STANDARD:** Successfully conduct deputy disbursing officer functions using financial systems and receive a GO on the following tasks:
 - **1. Properly open daily business and set the exchange rate.**
 - **2. Set-up user IDs and Profiles.**
 - **3. Properly advance/clear agent funds.**
 - **4. Accept/ Create Remote File Transfers from agents.**
 - **5. Perform disbursing operations.**
 - **6. Properly close daily business and review accounting file.**
 - **7. Properly complete end of day/month reports.**





REGULATION AND FORMS

- DoDFMR 7000.14-R, Vol 5 - Disbursing Policy And Procedures
<http://comptroller.defense.gov/FMR/fmrvolumes.aspx>
- Theater Policy
https://www.milsuite.mil/wiki/Theater_Financial_Management_Support_Center
- DoD Forms (DD 1081, DD 2665, DD 2657)
<http://www.dtic.mil/whs/directives/infomgt/forms>
- Standard Forms (SF 1179, SF 1219)
<http://www.gsa.gov/portal/forms/type/SF>





DISBURSING PERSONNEL

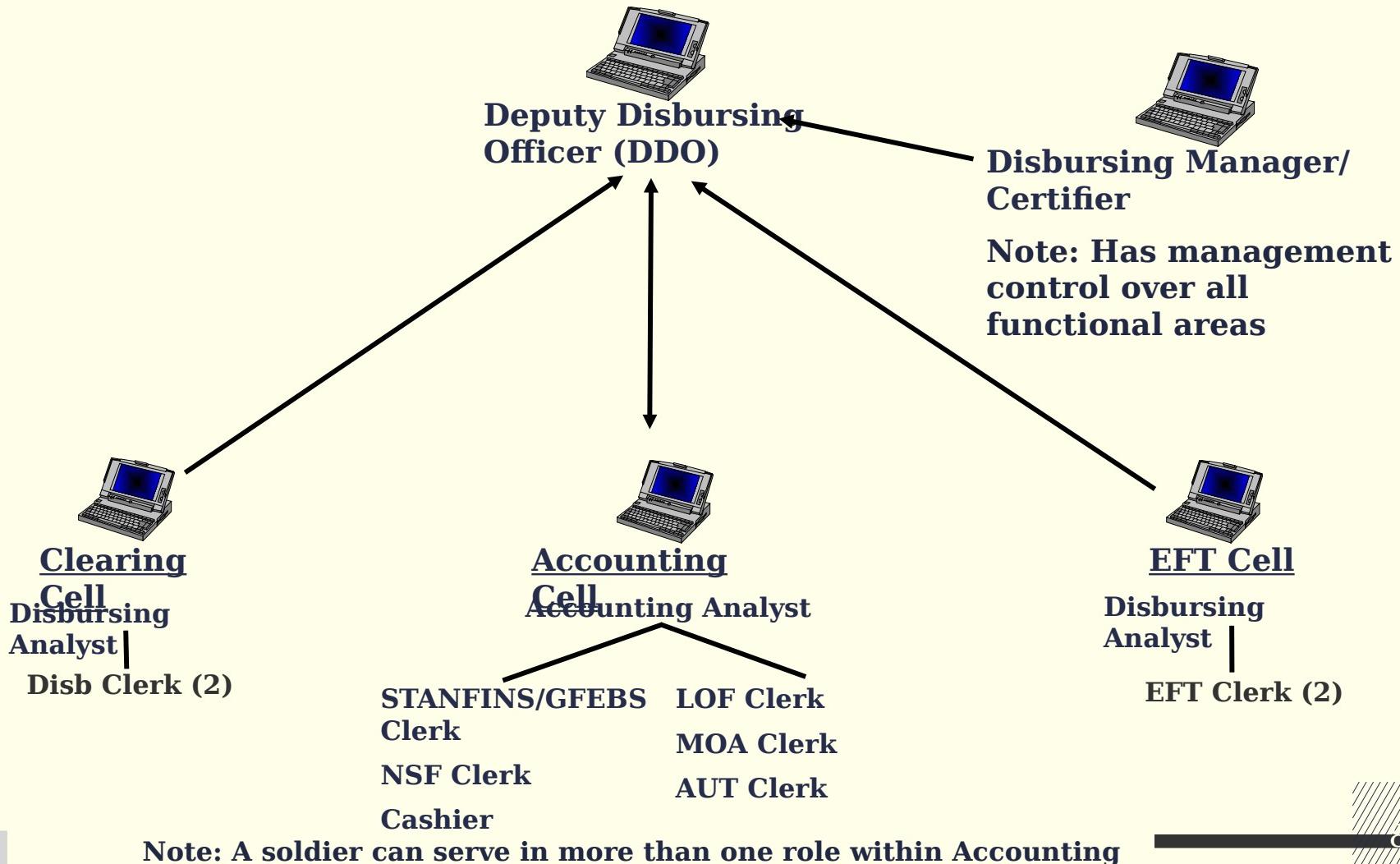


- **Disbursing Officer (DO)** - is an individual acting under formal appointment that is accountable as the account (DSSN) holder. All transactions are completed under the account holder. (**SF 1219**)
- **Deputy Disbursing Officer (DDO)** - is an individual acting under formal appointment to perform any duty relating to public funds in the name of and for the account of the DO. Maintains the central location of the account holder's vault, prepares the account holder's end of month reports. Responsible for reporting any abnormality within the DSSN. (**DD Form 2657**)
- **Disbursing Manager (DM)** - Assists the DDO in day to day operations. Has overall functional control of the sections within disbursing. May also serve as Certifying Official.
- **Disbursing Agent (DA)** - is an individual acting under formal appointment to perform any duty relating to public funds in the name of and for the account of the DO. (**DD Form 2665**)
- **Certifying Official (CO)** - is an individual under formal appointment by an external official outside of disbursing to certify that payments are proper and just.
- **Cashier** - is an individual designated by the DO to perform disbursements, collections, and accounting responsibilities. (**DD Form 2665**)





TMSU DISBURSING OFFICE SET-UP (RECOMMENDED)





DIBURSING FINANCIAL SYSTEMS

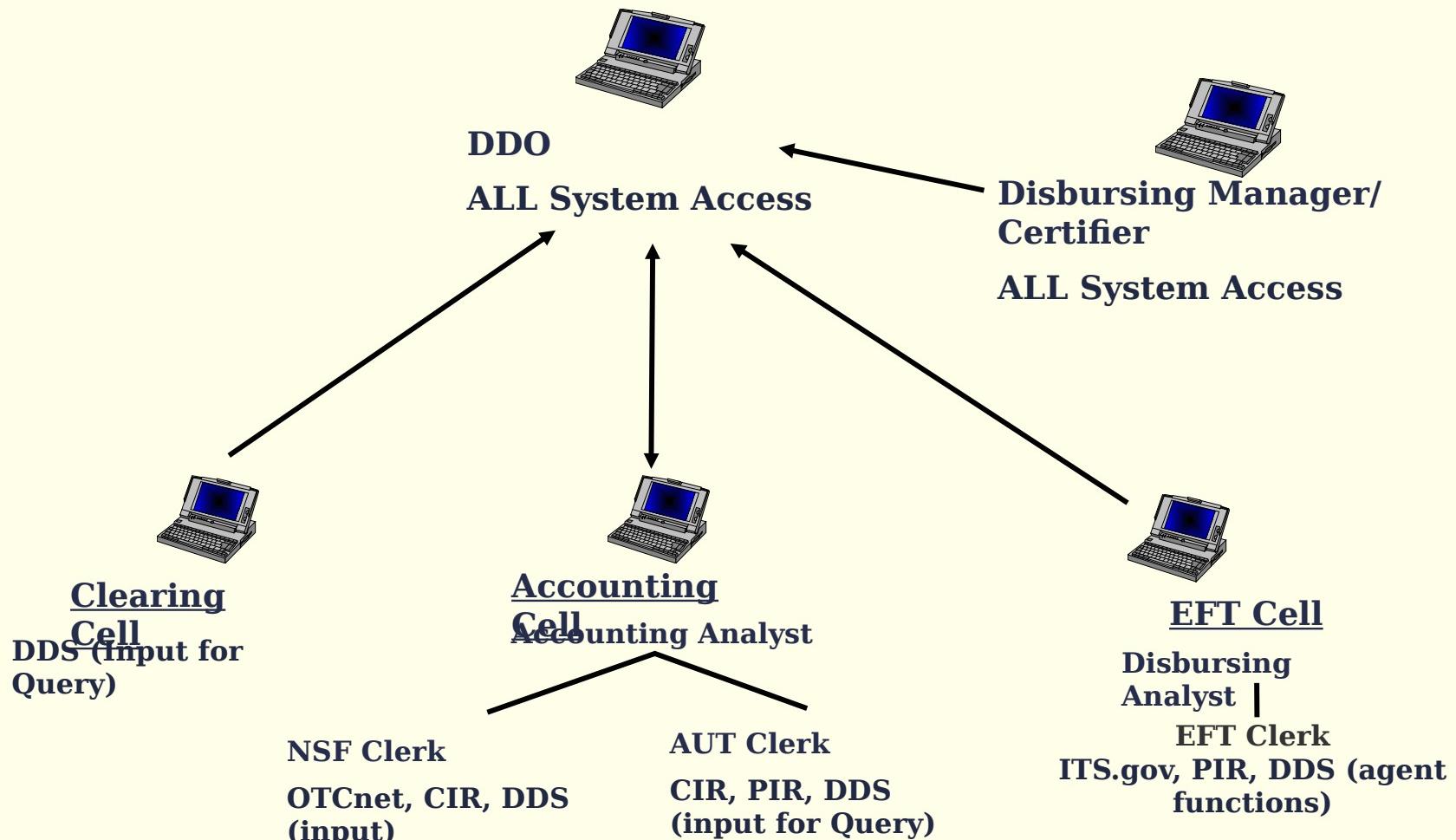


- The financial systems used within the Company Disbursing cell
 - Collection Information Repository (CIR)
 - Payment Information Repository (PIR)
 - International Treasury Services (ITS.gov)
 - OTCnet: Online and Offline
 - Deployable Disbursing System (DDS)



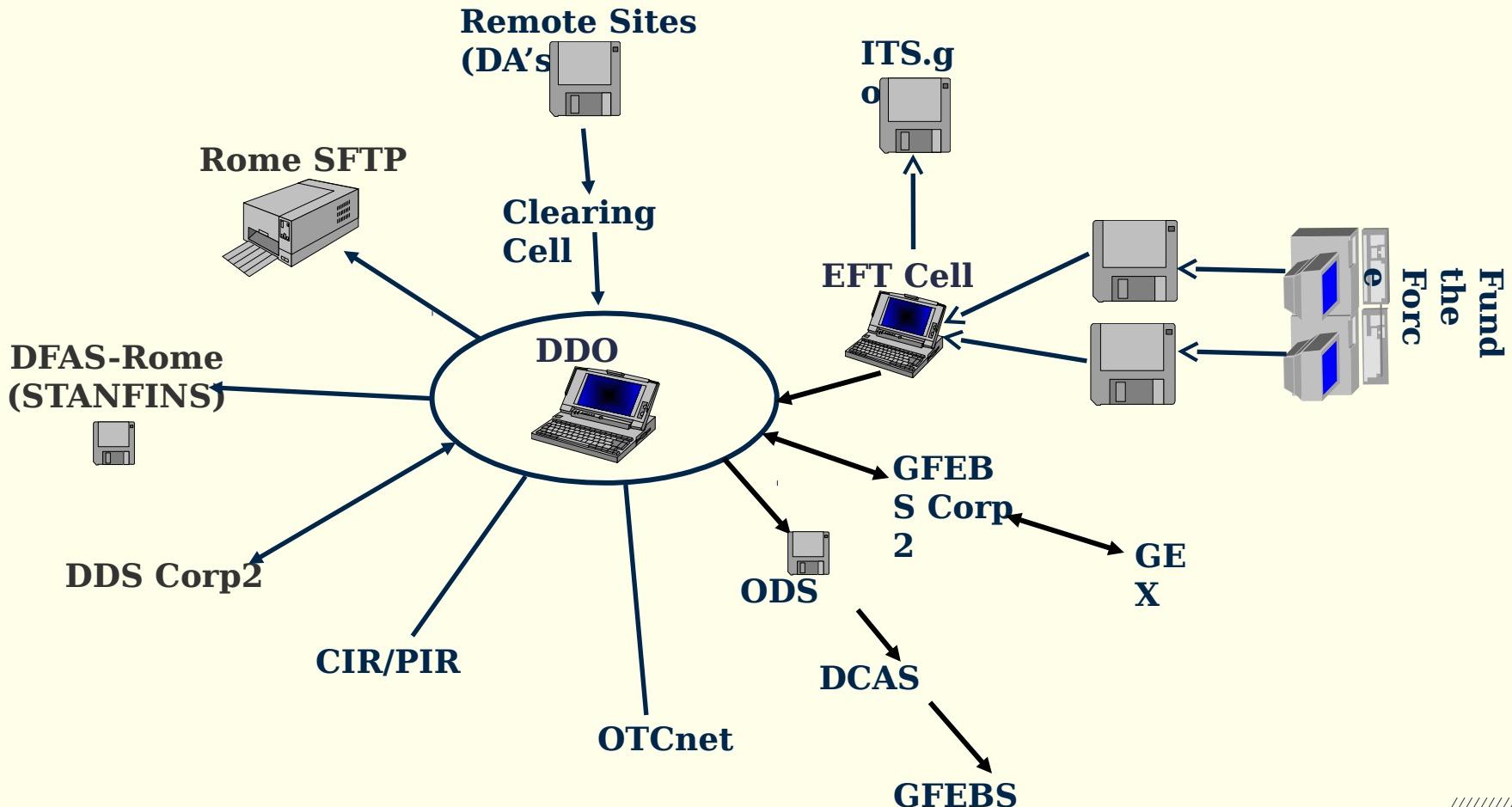


TMSU DISBURSING SYSTEM ACCESS (RECOMMENDED)





SYSTEMS INTERFACES





MODULE 1 - INTRODUCTION TO DDS

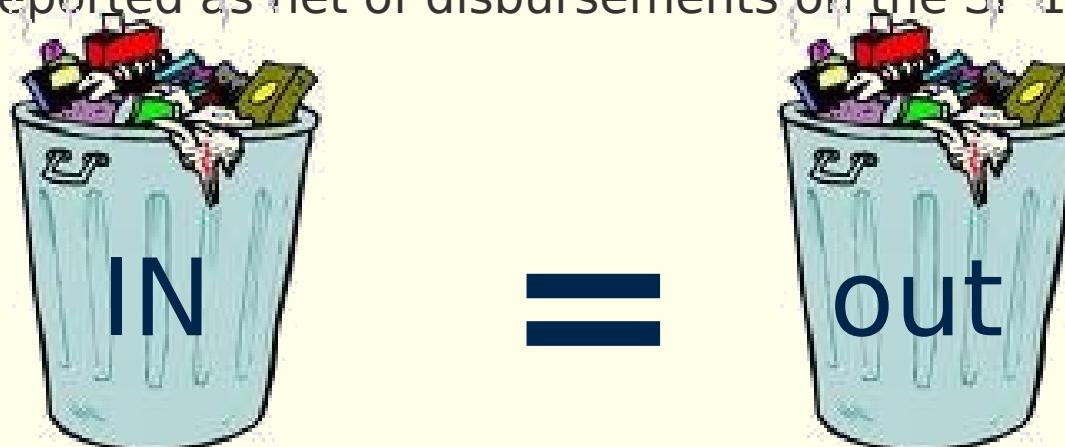




INTRODUCTION TO DDS

What is disbursing?

Concept: All Disbursing Officers (DOs) are agents of the Treasury. Each DO is accountable to the Treasury for the cash items (including receivables) in his or her possession. The Statement of Accountability (SF 1219) is the DO's official monthly recording and reporting of their accountability to the Treasury. DOs maintain their daily accountability on the Daily Statement of Accountability (DD Form 2657). This form is similar and subsidiary to the SF 1219. DOs report disbursement and collection transactions on both the DD Form 2657 and the SF 1219, with collections reported as net of disbursements on the SF 1219.





INTRODUCTION TO DDS

DDS/Disbursing Sites

- **MAIN SITE** - The DO and DDO are located at the main site. Examples are:
 - Kandahar, Afghanistan (DSSN 8831)
 - Bagram, Afghanistan (DSSN 8830)
- **REMOTE SITE** - The DA is located at the remote site. The DA is assigned a portion of the DO funds. Examples of remote sites include, but are not limited to:
 - FOB Eggers, Afghanistan
 - Kabul, Afghanistan
- **FMST/STAND-ALONE** - A cashier is advanced funds as part of a team on behalf of a DDO/DA and is away from the main or remote site. The team is mobile and can go anywhere to provide service to the Soldiers on the battlefield.
- **CLIENT** - A system that has been set-up to map into another computer's database (DDO or DA). This system is normally used by a cashier when conducting normal day-to-day operations.



INTRODUCTION TO DDS

DDS Log in (1 of 4)

The screenshot shows a Windows Start menu with the following steps highlighted:

- Step 1:** The "start" button is highlighted.
- Step 2:** The "All Programs" link in the Start menu is highlighted.
- Step 3:** The "DDS Application" icon in the DDS program group is highlighted.
- Step 4:** The "Accept" button in the "Official DOD Warning Emblem" dialog box is highlighted.

Official DOD Warning Emblem

>> For Official Use Only <<

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.



INTRODUCTION TO DDS

DDS Log in (2 of 4)

The screenshot shows the DDS Login window with two tabs: "Smartcard Authentication" and "Password Authentication". The "Password Authentication" tab is selected. The login fields contain "User Id: FRB" and "Site Id: 00003". The "Password" field is filled with a series of asterisks. A checkbox labeled "Change Password" is checked. Below the fields are "OK" and "Cancel" buttons. To the right, a modal dialog titled "Forms" displays a warning message: "Warning: Password Expired. If Password is not changed now, access will be DENIED. Please enter a new password." It contains an "OK" button. Yellow arrows point from the "OK" and "Cancel" buttons on the main window to their counterparts in the modal dialog.

- A system administrator will have to create your account in DDS before your first login

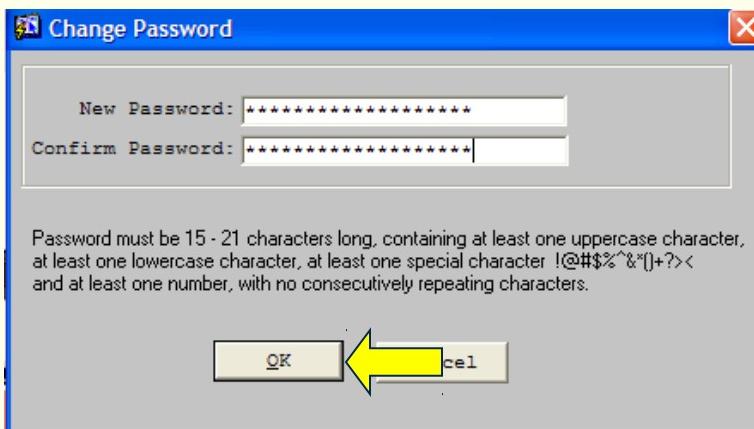
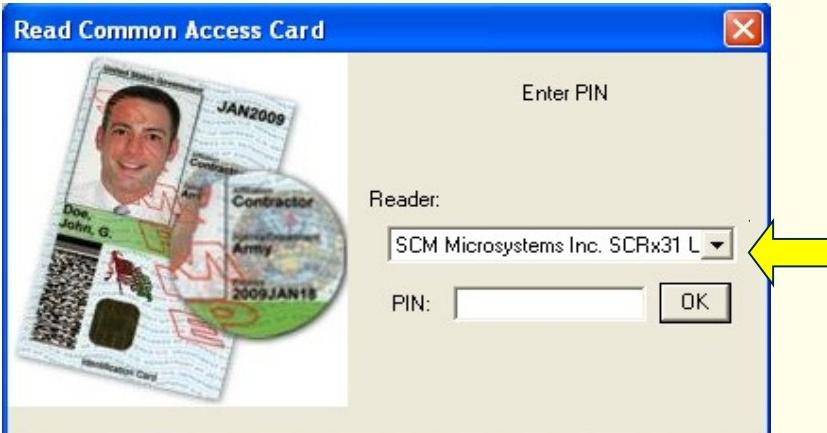
The screenshot shows a modal dialog titled "Forms" with a red "X" button. It contains a red circular icon with a white "X" and the text "Associate CAC credentials to this DDS user?". Below the text are "OK" and "Cancel" buttons. A yellow arrow points from the "OK" button to the "OK" button in the previous screenshot, and another yellow arrow points from the "Cancel" button to the "Cancel" button in the previous screenshot.

- Selecting "Cancel" will lead you out of the Login process
- Selecting "OK" will display the "Read Common Access Card" screen



INTRODUCTION TO DDS

DDS Log in (3 of 4)



If "ok" was selected:

- Select appropriate CAC reader (ensure CAC is inserted)
- Enter PIN
- Select "OK"
- The "Change Password" screen will display

Default Password for new users:

NEW\$1USERnew\$1user

****Must not contain profanity****





INTRODUCTION TO DDS

DDS Log in (4 of 4)

System Administrator Login Screen

Password authentication requires system administrator authorization.

User Id:

Password:

User Logging On:

Ok **Cancel**

Change Password

New Password: *****

Confirm Password: *****

Password must be 15 - 21 characters long, containing at least one uppercase character, at least one lowercase character, at least one special character !@#\$%^&*()>< and at least one number, with no consecutively repeating characters.

OK **Cancel**

If "cancel" was selected:

- Non-CAC card usage will need to be approved.
 - A user with system admin capabilities will be needed
- Password must be 15-21 characters**

Default Password for new users:

NEW\$1USERnew\$1user

****Must not contain profanity****

Forms

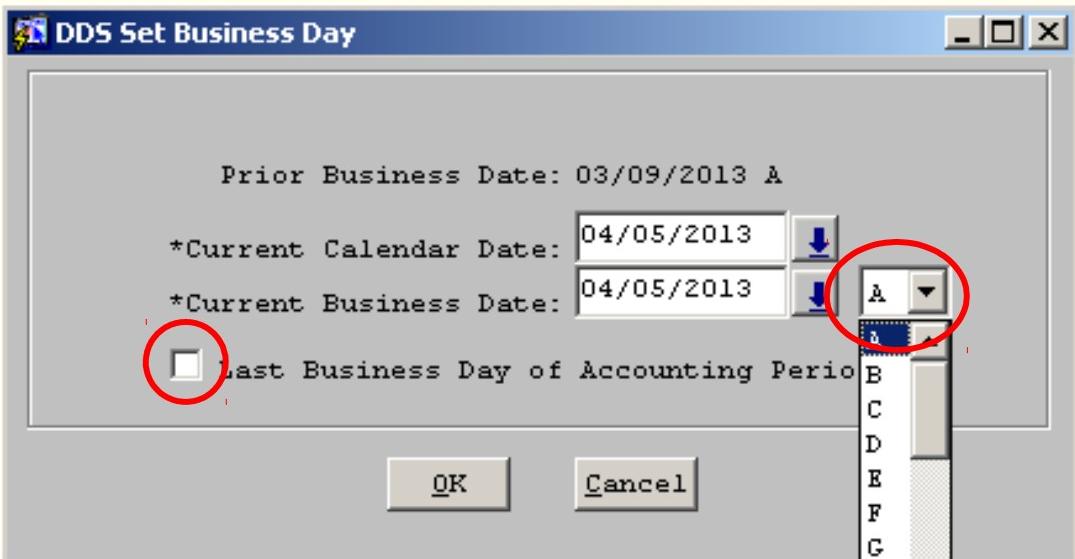
Information: Password changed.

OK



INTRODUCTION TO DDS

Set Business day



- If business day will be the last one of the accounting period, the “Last Business Day” block must be checked
- If the block is not checked, the DDO will have the opportunity to select the block when completing the final DD Form 2657



INTRODUCTION TO DDS

Exchange Rate Set-up (1 of 2)

Note: click print button to generate "exchange rate sheet" (see next slide)

Enter the day's FC exchange rates here and they will appear in the grid below. This is the 3 or 5 day rate obtained from ITS.gov

The downloaded rate file form ITS.gov can be uploaded using this button

Curr Code	Accommodation	Prior	Prevailing	Official	Average	International EFT
FC	50	50	50	50	50	50
LD	50	50	50	50	50	50

Accommodation rate is used to calculate FC amounts on accountability reports, vouchers or outgoing exchange transactions.

Prevailing rate ("reconversion rate") is used to calculate FC purchases (e.g., when a cashier receives FC in exchange for USD)

Official rate is used to calculate the U.S. dollar value of Limited Depositary Accounts (LDAs) and checks written from LDAs.

Average rate is used when the disbursing office uses the same exchange rate for all foreign currency transactions.

Rate utilized for foreign currency ITS.gov payments. Usually not the same rate as any of the previous rates.

Daily rates must be input and saved for all Currency codes setup in your database



INTRODUCTION TO DDS

Exchange Rate Set-up (2 of 2)

DAILY EXCHANGE RATE SHEET
49 FC to the DOLLAR

DOLLAR	FC	DOLLAR	FC	DOLLAR	FC
1.00	49.00	41.00	2,009.00	81.00	3,969.00
2.00	98.00	42.00	2,058.00	82.00	4,018.00
3.00	147.00	43.00	2,107.00	83.00	4,067.00
4.00	196.00	44.00	2,156.00	84.00	4,116.00
5.00	245.00	45.00	2,205.00	85.00	4,165.00
6.00	294.00	46.00	2,254.00	86.00	4,214.00
7.00	343.00	47.00	2,303.00	87.00	4,263.00
8.00	392.00	48.00	2,352.00	88.00	4,312.00
9.00	441.00	49.00	2,401.00	89.00	4,361.00
10.00	490.00	50.00	2,450.00	90.00	4,410.00
11.00	539.00	51.00	2,499.00	91.00	4,459.00
12.00	588.00	52.00	2,548.00	92.00	4,508.00
13.00	637.00	53.00	2,597.00	93.00	4,557.00
14.00	686.00	54.00	2,646.00	94.00	4,606.00
15.00	735.00	55.00	2,695.00	95.00	4,655.00
16.00	784.00	56.00	2,744.00	96.00	4,704.00
17.00	833.00	57.00	2,793.00	97.00	4,753.00
18.00	882.00	58.00	2,842.00	98.00	4,802.00
19.00	931.00	59.00	2,891.00	99.00	4,851.00
20.00	980.00	60.00	2,940.00	100.00	4,900.00
21.00	1,029.00	61.00	2,989.00	101.00	4,949.00
22.00	1,078.00	62.00	3,038.00	102.00	4,998.00
23.00	1,127.00	63.00	3,087.00	103.00	5,047.00
24.00	1,176.00	64.00	3,136.00	104.00	5,096.00
25.00	1,225.00	65.00	3,185.00	105.00	5,145.00
26.00	1,274.00	66.00	3,234.00	106.00	5,194.00
27.00	1,323.00	67.00	3,283.00	107.00	5,243.00
28.00	1,372.00	68.00	3,332.00	108.00	5,292.00
29.00	1,421.00	69.00	3,381.00	109.00	5,341.00
30.00	1,470.00	70.00	3,430.00	110.00	5,390.00
31.00	1,519.00	71.00	3,479.00	111.00	5,439.00
32.00	1,568.00	72.00	3,528.00	112.00	5,488.00
33.00	1,617.00	73.00	3,577.00	113.00	5,537.00
34.00	1,666.00	74.00	3,626.00	114.00	5,586.00
35.00	1,715.00	75.00	3,675.00	115.00	5,635.00
36.00	1,764.00	76.00	3,724.00	116.00	5,684.00
37.00	1,813.00	77.00	3,773.00	117.00	5,733.00
38.00	1,862.00	78.00	3,822.00	118.00	5,782.00
39.00	1,911.00	79.00	3,871.00	119.00	5,831.00
40.00	1,960.00	80.00	3,920.00	120.00	5,880.00

Example Exchange Rate Sheet

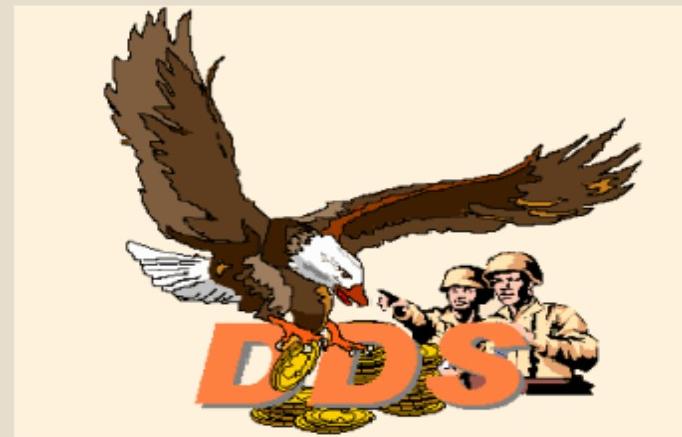


INTRODUCTION TO DDS

DDS Main Menu Screen



Deployable Disbursing



System

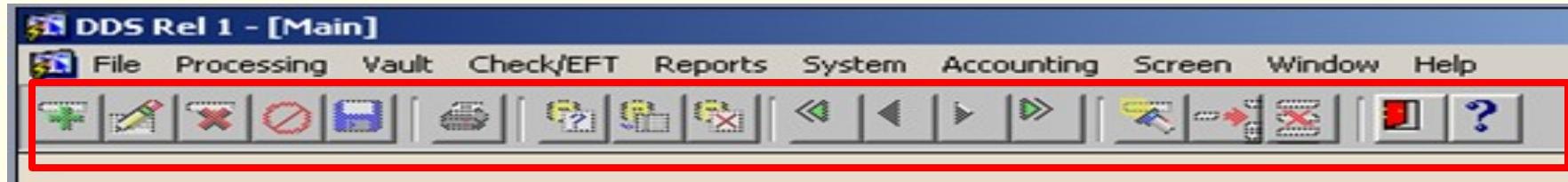
Record: 1/1

<OSC> <DBG>



INTRODUCTION TO DDS

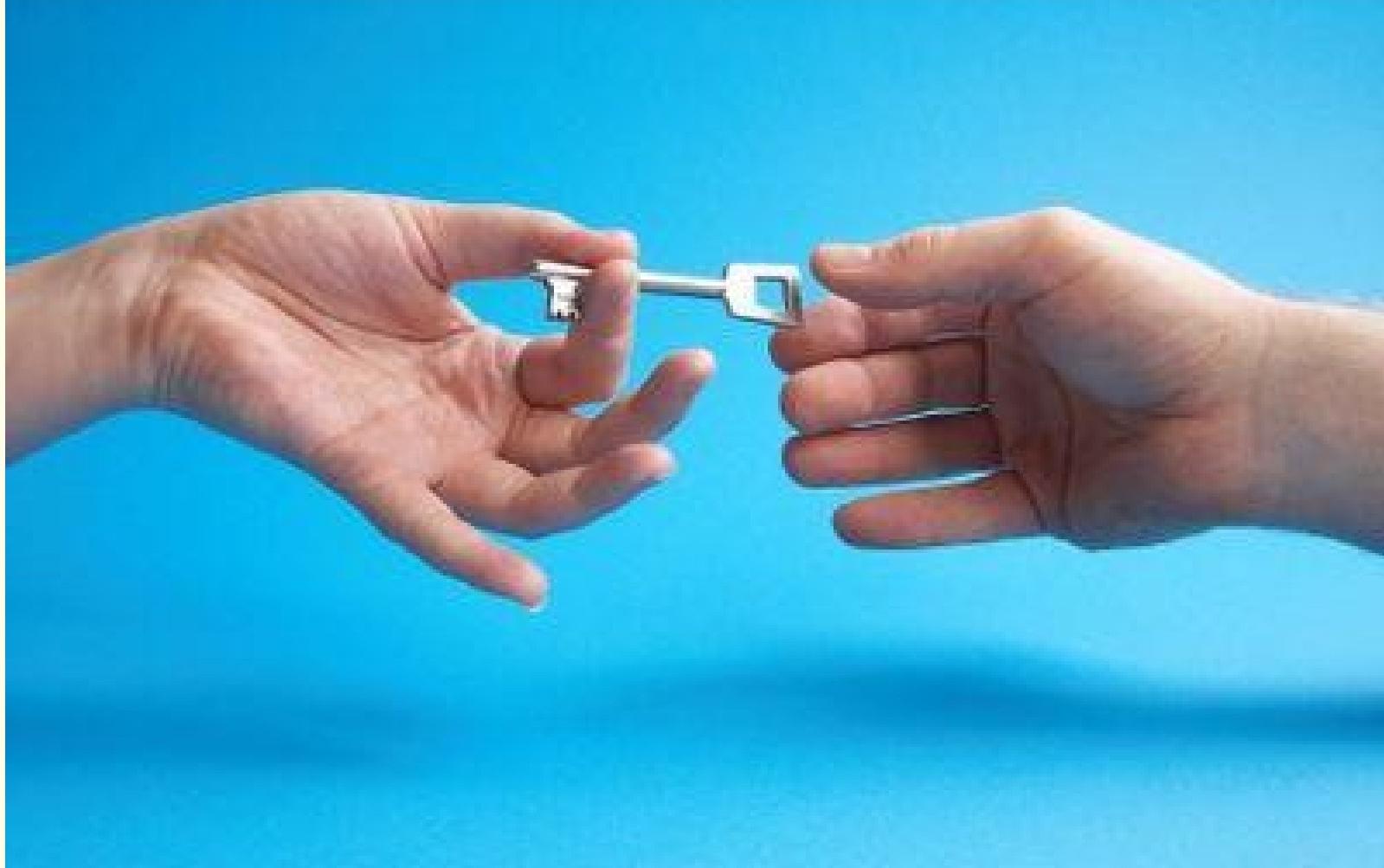
DDS Function and Navigation Keys



	Add New Record		Print		Move To First Page		Search
	Edit Record		Data Query		Page forward		Create Detail Record
	Close Previewer/ Delete Record		Execute Query		Page back		Delete Detail Record
	Cancel Fields		Exit/Cancel Query		Move To Last Page		Exit/ "Red Door Out"
	Save				Help		



MODULE 2 - TRANSFER OF ACCOUNTABILITY





TRANSFER OF ACCOUNTABILITY

➤ Steps to take during TOA:

- Reconcile SF 1149 (Statement of LDA) (if applicable)
- Verify funds with subagents
- Verify loss of funds (DDS Balance vs. DD 2667) and supporting documentation
- Verify Non Sufficient Funds (NSF) checks and supporting documentation
- Verify any duplicate, over or erroneous payments
- Verify all outstanding Analysis of Unmatched Transactions (AUT) lines
- Verify all balances in suspense and clearing accounts
 - ✓ Must prepare memo that accounts have been verified
- Verify US Treasury Check stock on hand vs. numbers used in DDS
 - ✓ Must send memo to DFAS advising of date and last check number used
- Verify Stored Value Card stock on hand
- Create new DDO and vault code



TRANSFER OF ACCOUNTABILITY



➤ Steps to take during TOA:

- New DDO confirms vault transfer
- New DDO close DD Form 2657 (Ensure both blocks are checked)
- Create Level 8 Report
- Finalize SF 1179, must be marked "FINAL"
- Create DELMARS Report
- STANFINS Report (file generated for DFAS Rome)**If necessary**
- Finalize SF 1219, must be marked "FINAL" above DO signature
- Create new Disbursing Officer
- Edit site name
- Inactivate outgoing unit's users in DDS
- Open Business Day
- Ensure DO and DDO appointment and termination paperwork is sent to DFAS-IN
- Terminate all agents under outgoing DO





TRANSFER OF ACCOUNTABILITY



- **Steps to take during TOA:**
- Ensure a good left seat/right seat ride is conducted.
- Vault combinations, access codes, keys and access rosters MUST be changed they same day the vault to vault is conducted.
- Ensure all passwords/User IDs are granted prior to outgoing unit's departure (OTCnet, DDS, Corps2 Server, ITS.gov, FRB email).
- Conduct a thorough cash verification during transition of all accountable items (cash, DD Form 1081's, batch-list/checks).
- Create new users for DDS, and AKO website.
- Delete/Inactivate outgoing personnel from DDS, and FRB email communications.
- Update and sign DA Form 3161 for FRB equipment and forward to USAFMCOM/ FRB.
- Obtain all current SOP's, Policy Letters, and Internal Control Inspection Checklists.

**Ensure all procedures are conducted as prescribed in
NOTE: A BLANK RFT TO THE DA'S DOES NOT UPDATE DO
DDFMRA VOL 5, Chapter 020406
INFORMATION**



TRANSFER OF ACCOUNTABILITY



Add Users to DDS (1 of 4)

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

Site Accounting Check/EFT Archive/Purge PCC Queue Maintenance SVC Queue Maintenance User Setup Office Setup Voucher Series Setup/Reset Currency Configuration Vault Setup DO Setup

• Example of an Admin User

Deploy

*Site Id: 00001 U.S. ARMY FINANCIAL MANAGEMENT COMMAND Last Update:

*User Id: ADM Inactive User

Name: ADMINISTRATOR SYSTEM

(*Last, *First, MI)

*SSN: 987566754

Signature Block: SYSTEM ADMINISTRATOR

PCC Login ID:

SVC Login ID: →

NMC Login ID:

User can Perform the Following Functions

Agent Functions Change Business Day
 Deputy Agency Certify Disbursement Voucher
 Disbursing Vault Certify Collection Voucher
 System Admin Print Checks
 Accounting Input Voucher
 Office Manager Payroll Preparer
 Payroll Certifier

Password Appointment Memorandum VCT Access

Agent Information Only

*Rank: SSG Date of Last 2665:

*DEROS: 01/31/2020 Total Balance:

(mm/dd/yyyy)

- Functions performed:
 - ✓ User Setup
 - ✓ Site Setup
 - ✓ DO Setup
 - ✓ Archive/Purge
 - ✓ Overwriting of the CAC card login process and the password change authorization



TRANSFER OF ACCOUNTABILITY



Add Users to DDS (2 of 4)

• Example of a certifier

*Site Id: 00001 U.S. ARMY FINANCIAL MANAGEMENT COMMAND Last Update: [redacted]
*User Id: CER Inactive User
Name: CERTIFIER CERTIFIER C
(*Last, *First, MI)
*SSN: 323141212
Signature Block: CERTIFIER
PCC Login ID: [redacted]
SVC Login ID: [redacted]
NMC Login ID: [redacted]

User can Perform the Following Functions

<input type="checkbox"/> Agent Functions	<input type="checkbox"/> Change Business Day
<input type="checkbox"/> Deputy Agency	<input checked="" type="checkbox"/> Certify Disbursement Voucher
<input type="checkbox"/> Maintaining Vault	<input checked="" type="checkbox"/> Certify Collection Voucher
<input type="checkbox"/> System Admin	<input type="checkbox"/> Print Checks
<input type="checkbox"/> Accounting	<input type="checkbox"/> Input Voucher
<input type="checkbox"/> Office Manager	<input type="checkbox"/> Payroll Preparer
<input type="checkbox"/> Payroll Certifier	

>Password  Appointment Memorandum VCT Access

Agent Information Only

*Rank: SSG
*DEROS: 01/31/2020 

Appointee: CERTIFIER, CERTIFIER SSN: 098904657

Appointing authority

DO or Commander Name: COLE ANTHONY
(*Last, *First, MI)

*Title: DISBURSING OFFICER *DOD Component/organization: USAFIMCOM

*Effective date: 02/24/2011

Additional responsibilities include:

Additional regulations:

OK Cancel Print DD 577



TRANSFER OF ACCOUNTABILITY



Add Users to DDS (3 of 4)

*Site Id: 00001 U.S. ARMY FINANCIAL MANAGEMENT COMMAND Last Update: [button]

*User Id: CA1 Inactive User

Name: CASHIER TRAINING

(*Last, *First, MI)

*SSN: 589124518 **Yellow arrow pointing to this field**

Signature Block: TRAINING CASHIER

PCC Login ID: []

SVC Login ID: []

NMC Login ID: [] **Yellow arrow pointing to this field**

User can Perform the Following Functions

<input checked="" type="checkbox"/> Agency Dimensions	<input type="checkbox"/> Change Business Day
<input type="checkbox"/> Deputy Agent	<input type="checkbox"/> Certify Disbursement Voucher
<input type="checkbox"/> Maintains Vault	<input type="checkbox"/> Certify Collection Voucher
<input type="checkbox"/> System Admin	<input type="checkbox"/> Print Checks
<input checked="" type="checkbox"/> Accounting	<input checked="" type="checkbox"/> Input Voucher
<input type="checkbox"/> Office Manager	<input type="checkbox"/> Payroll Preparer
<input type="checkbox"/> Payroll Certifier	

Appointment Memorandum **Yellow arrow pointing to this button**

VCT Access

Agent Information On

*Rank: SPC

*DERTOS: 01/31 (mm/dd/yyyy)

Appointee
CASHIER, CASHIER SSN 123520947

Agent Functions, Deputy Agent, Maintains Vault Certify Disbursement Voucher

Appointing authority
DO or Commander Name: COLE ANTHONY

*Title: DISBURSING OFFICER *DOD Component/organization: USAFMCOM

*Effective date: 02/24/2011 *Type: CASHIER *Amount: 100,000.00 **Yellow arrow pointing to this field**

Additional responsibilities include:
[]

Additional regulations:
[]

- Example of a cashier

Note: Cashier must have "Print Checks" in order to perform EFT functions

Only if user is to process End of Day accounting reports



TRANSFER OF ACCOUNTABILITY



Add Users to DDS (4 of 4)

*Site Id: 00001 US ARMY FINANCIAL MANAGEMENT COMMAND Last Update: 01/11/2013 A

*User Id: DDO Inactive User

Name: FRANKLIN BENJAMIN

(*Last, *First, MI)

*SSN: 123456789

Signature Block: DEPUTY DISBURSING

PCC Login ID: (Yellow arrow pointing here)

SVC Login ID:

NMC Login ID: (Yellow arrow pointing here)

User can Perform the Following Functions

<input type="checkbox"/> Agent Functions	<input checked="" type="checkbox"/> Change Business Day
<input type="checkbox"/> Deputy Agent	<input type="checkbox"/> Certify Disbursement Voucher
<input checked="" type="checkbox"/> Maintains Vault	<input type="checkbox"/> Certify Collection Voucher
<input type="checkbox"/> System Admin	<input checked="" type="checkbox"/> Print Checks
<input checked="" type="checkbox"/> Accounting	<input checked="" type="checkbox"/> Input Voucher
<input checked="" type="checkbox"/> Office Manager	<input type="checkbox"/> Payroll Preparer
<input type="checkbox"/> Payroll Certifier	

Only needed if function NOT performed by another user

Agent Information Only

*Rank: 1LT

*DEROS: 11/10/2015

Agent Functions, Deputy Agent, Maintains Vault Certify Disbursement Voucher

Appointing authority

DO or Commander Name: SMITH JOHN

(*Last, *First, MI)

*Title: DISBURSING OFFICER *DOD Component/organization: CAMP ALPHA

*Effective date: 02/11/2011 *Type: DEPUTY DISBURSING OFFICER *Amount: 5,000,000.00

Additional responsibilities include:

Additional regulations:

- Example of a DDO



TRANSFER OF ACCOUNT

Vault-To-Vault Transfer (DDO)

System Accounting Screen Window Help

Site Accounting Check/EFT Archive/Purge PCC Queue Maintenance SVC Queue Maintenance

User Setup Office Setup Voucher Series Setup/Reset Currency Configuration Vault Setup DO Setup Duplication

Site Id: 00001 15TH FINANCIAL MANAGEMENT COMPANY

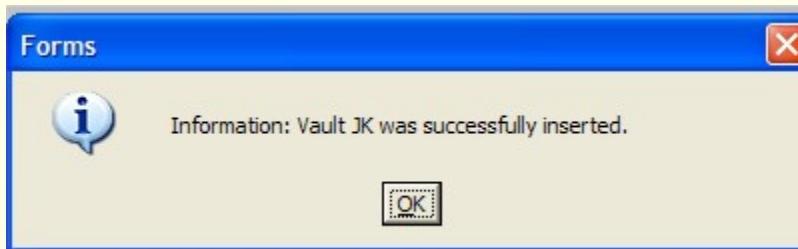
*User Id: JCK

User Name: KELLEY, JAMES C.

*Vault Code: JK Inactive Vault

Vault Description: NEW DDO

A yellow arrow points to the 'Vault Description' field.



- There are four stages to taking over an account within DDS
 - ✓ Establish a new user (DDO)
 - ✓ Establish a new vault code for incoming DDO
 - ✓ Outgoing DDO initiates the vault to vault DD1081
 - ✓ Incoming DDO confirms and accepts DD1081
- ✓ The screen will automatically default to the new vault manager.
- ✓ The Vault Code will be initials (first/last name).
- ✓ Do not check the "Inactive Vault" box. The DDO level may have several vaults active at a time at a main site.
- ✓ Enter a description of the new DDOs vault.
- ✓ Once all information is entered, select save and a window will appear stating the new vault was successfully inserted.



TRANSFER OF ACCOUNTABILITY

Vault-To-Vault Transfer (2 of 3)



- After vault setup, outgoing DDO will transfer funds to new DDO.
 - ✓ Vault
 - ✓ Vault-to-Vault Transfer

STEP 1: Issuing User Id: IDR *Issuer *Receiving User Id/Site: JCK0000
STEP 2: Issuing User Site Number: 00001 Vlt Code: IR
Name of Receiver: JAMES C KELLEY
Name of Issuer: ISRAEL REYES *Receiver Vlt Code:
STEP 3: Advance (radio button selected) or Full (radio button selected)
a. Transaction
b. Increase c. Beg Bal d. Decrease e. (Received by (In agent's (Turned in (In agent) account) by agent) account)
0 1 Balance Forward: .00 .00 .00
1 2 U.S. Dollars: 550,100.00 .00 .00

- On the V2V 1081, the "Issuing User ID", "Receiving User ID", "Vlt Code", "Name of Receiver", "Name of Issuer", and "Receiver Vlt Code" fields are populated.
- "Select receiving user ID/Site", "Issuer vault code", and "Full" for type of advance
- All funds and documents outstanding under outgoing DDO will transfer over to new DDO.
- Select save
- A window with the DD 1081 will appear. DDO will print form



TRANSFER OF ACCOUNTABILITY

Vault-To-Vault Transfer (3 of 3)

The screenshot shows a software interface for a financial transaction. At the top, there are fields for 'Issuing User Id' (DDO), 'Receiving User Id/Site' (DD100001), 'Name of Receiver' (OFFICER DEPUTY), 'Name of Issuer' (DISBURSING D OFFICER), and 'Receiver Vlt Code' (MN). A yellow arrow labeled 'STEP 1' points to the 'Receiver Vlt Code' field. Below this, there are buttons for 'Return', 'Partial', and 'Full'. A yellow arrow labeled 'STEP 2' points to the 'Full' button. The main area displays a 'STATEMENT OF AGENT OFFICER'S ACCOUNT' with sections for 'TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT' and a table of transaction details. A yellow arrow labeled 'STEP 3' points to a 'Forms' dialog box titled 'Continue with confirmation?' with 'OK' and 'Cancel' buttons. At the bottom, there are fields for 'User Id' (JCK), 'Currency Code' (US), 'Exchange Rate' (1), 'Vault Code' (JK), 'Currency Amt Entered for Vault' (\$950,000.00), and 'US Equiv Entered For Vault' (\$950,000.00). A red box highlights a table at the bottom showing 'Denominations' (100 DOLLAR BILL, 50 DOLLAR BILL, 20 DOLLAR BILL, 10 DOLLAR BILL) and their counts and amounts.

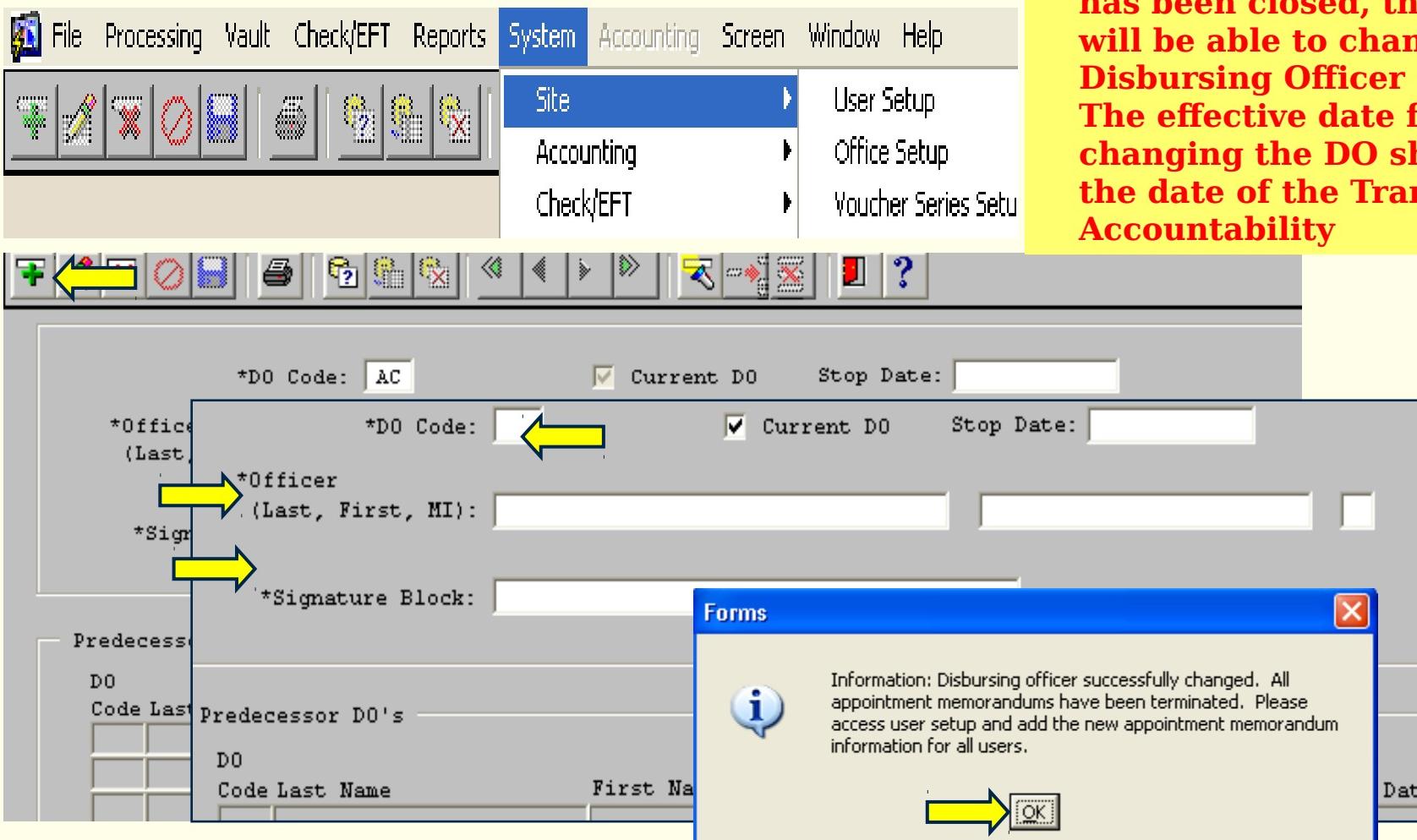
Denominations	Before Qty	After Qty	Count	Amount
100 DOLLAR BILL	0	8,910	8910	891,000.0
50 DOLLAR BILL	0	678	678	33,900.0
20 DOLLAR BILL	0	198	198	3,960.0
10 DOLLAR BILL	0	801	801	8,010.0

- The old and new DDO will then verify the funds in the vault against the ledger and the DD 1081
- Once the vault has been verified, the new DDO will log in and accept the funds.
- In order for the new DDO to accept the funds, the DDO will select:
 - ✓ Vault
 - ✓ Vault-to-Vault Transfer
- The vault will automatically switch from
- A V2V 1081 will be available for the new DDO
- The new DDO will select the correct vault code under the "Receiver Vlt Code" and then "confirm."
- The new DDO will denominate the funds received according to the bills on-hand (on ledger or V2V 1081)



TRANSFER OF ACCOUNTABILITY

Change Disbursing Officer



- Once the business day has been closed, the site will be able to change the Disbursing Officer (DO).
The effective date for changing the DO should be the date of the Transfer of Accountability



TRANSFER OF ACCOUNTABILITY

Office Set-up

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

Site > User Setup
Accounting > Office Setup
Check/EFT > Voucher Series Setup/Reset

*Parent Site Id: [] *Site Id: 00001 Main *DSSN: 8850

*Department of: ARMY Inactive

Person Institution
U.S. ARMY FINANCIAL MANAGEMENT COMMAND

Address
 US Foreign
8899 EAST 56TH STREET
INDIANAPOLIS, IN 46249-3000

EDA/MyPay
 Advice of Payment
 SSN on AOP
 POC
 SVC
 DPAC

*Actg Svc: STANFINS *Actg Type: Non-Integrated GLAC: 63 ODS WCD: W8850
*DDS Login: CAC PWD without Override *Parent FSN/*AAA: S09076 UIC: WONRA

Phone: 317-510-3680 Fax: 317-510-3017 MILPAY Interface Type
 DUNS DMBRS

Active	Parent Site Id	Site Id	Site Type	Office Name
YES		00001	MAIN	U.S. ARMY FINANCIAL MANAGEM
YES	00001	10000	REMOTE	FOB SALERNO
YES	00001	12000	REMOTE	FOB LAGMAN
YES	00001	13000	REMOTE	FOB PASAD

- Once the DDO signs for the account, the office name/unit must be changed.



MODULE 3 - EFT TRANSACTIONS





EFT TRANSACTIONS

Create A Manual Domestic Or International EFT (1 of

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

Exchange Transactions (U.S./Foreign Currency)

Disbursements > **Manual** 

Collections

Deposit

Debit Voucher

Loss of Funds

Deferred Voucher

Transfer In or Out

Redeem Uncollectable Checks

Appropriation Transfers

Query

Backout

Customer Check Privileges

Journal Voucher Log

EOM SF 215 / SF 5515



System



EFT TRANSACTIONS

Create A Manual Domestic Or International

8)

accurate and all necessary attached documentation

****All administrative information must mirror image of the account information provided by the vendor.**

****Misspelled names or erroneous account information will result in a rejected payment.**

- All SF 1034s must be precertified, accurate and with all necessary attached documentation

****All administrative information must be a mirror image of the bank account information provided by the vendor.**

****Misspelled names or erroneous account information will result in a rejected payment**

- Payment input must be done by someone with “Input Voucher” and “print check” functions



EFT TRANSACTIONS

Create A Manual Domestic Or International EFT (3 of 8)

- **Information must be input directly from the certified SF 1034**



EFT TRANSACTIONS

Create A Manual Domestic Or International EFT (4 of 8)

- Pay button becomes enabled

8) *Curr Code: US Exchange Rate: 1 *Payment Type: EFT *Voucher Series: CAL Pay

Payee
 Person Institution

Name: QIT

Address
 US Foreign
KANDAHAR
KANDAHAR

Available Loads
*Contract/Requisition Nbr: W91GEU012P0101
*Contract/Requisition Date: 03/01/2012
*Invoice Number: 1254
*Invoice Date: 04/02/2012
*Amount: 1,000.00
Total US Equiv: 1,000.00
Travel Stop Date:
Card Number:

Accounting Lines

DPI	CD	FY	APC	EOR	Document Reference	IBOP	ODC	Mat Cd	Mat Qty	DISC
7K	2	2141	26EB		1,000.00 W91KL098765432	US	2		N	

21 7K 2 2020 0000 90 0000 26EB US W91KL098765432 2141 009057 W8850 Total US Amount: 1,000.00

• Clicking "pay" will take you to screen to enter EFT information



EFT TRANSACTIONS

Create A Manual Domestic EFT (5 of 8)

Payee: QIT Disbursement Amount: US 1,000.00

*Domestic EFT
 BUD CCD CTX

*Account Type
 Checking Savings Payment
 Casual Advance

*Routing Number *Account Number
11111111 8 258963

Travel Order Number

Reason For Payment

*International EFT
 IBAN SWIFT Other

SWIFT/Routing Nbr:

*IBAN/Acct Nbr:
Bank Name:
Address:
POC Name:
POC Phone Nbr:
Branch Name:

Invoice Number	Invoice Amount	Interest			Discount		
		+ Amount	Days	Rate%	Days	Rate%	
1254	1,000.00						

OK Cancel Total Amount: 1,000.00



EFT TRANSACTIONS

Create A Manual International EFT (6 of 8)

Payee: QIT Disbursement Amount: FC 150,000.00

*Domestic EFT
 BPD CCO CTX

*Account Type Payment
 Checking Savings Casual Advance

*Routing Number *Account Number

Travel Order Number

Reason For Payment
DELIVERY OF GOODS

*International EFT
 IBAN SWIFT Other

SWIFT/Routing Nbr: SCBLFCKA

*IBAN/Accnt Nbr: 5896

Bank Name:

Address:

POC Name:

POC Phone Nbr:

Branch Name: CENTRAL BANK OF AFGHANISTAN

Invoice Number	Invoice Amount	Interest			Discount		
		+ Amount	Days	Rate%	Days	Rate%	
1254	150,000.00						

OK Cancel Total Amount: 150,000.00



EFT TRANSACTIONS

Create A Manual Domestic Or International EFT Transaction

8)

*Curr Code: US	Exchange Rate: 1	*Payment Type: EFT	*Voucher Series: CA1
Pavee		Available Loads	
<input type="radio"/> Person	<input checked="" type="radio"/> Institution	*Contract/Requisition Nbr: W91GE012	*Contract/Requisition Date: 03/01/20
Name: QIT	Query	*Invoice Number: 1254	*Invoice Date: 04/02/20
Address		*Amount:	
<input type="radio"/> US	<input checked="" type="radio"/> Foreign	Total US Equiv: 1,000.00	Travel Stop Date:
KANDAHAR		Card Number:	
Accounting Lines			
DPI CD FY APC EOR	Document US Equivalent Reference	Mat Mat	
7K 2 2141 26EB	1,000.00 W91KL098765432	CDN ODC Cd Stn DCCG	
Confirm			
Make Payment?			
<input type="button" value="Yes"/> <input type="button" value="No"/>			

The inputter can select the pay button because the SF 1034 has been pre-certified and is an EFT payment



EFT TRANSACTIONS

Create A Manual Domestic Or International EFT (8 of 8)

8)

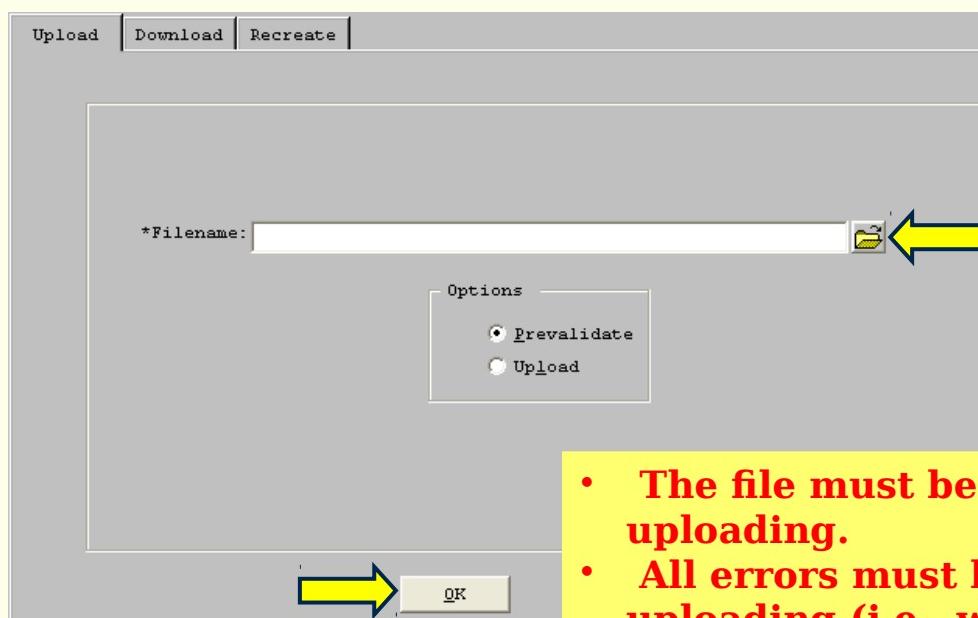
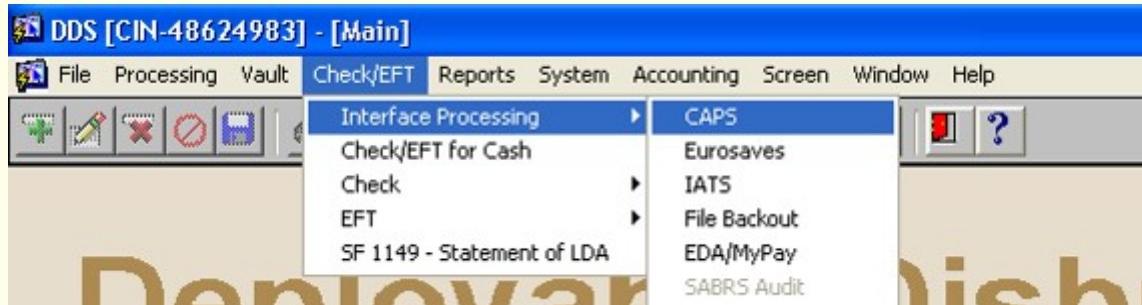
*Curr Code: US	Exchange Rate: 1	*Payment Type: EFT	*Voucher Series: CA1	Pay
Payee <input type="radio"/> Person <input checked="" type="radio"/> Institution		Available Loads		
Name: QIT		*Contract/Requisition Nbr: W91GE012P0101		
Address <input type="radio"/> US <input checked="" type="radio"/> Foreign		*Contract/Requisition Date: 03/01/2012		
KANDAHAR		*Invoice Number: 1254		
KANDAHAR		*Invoice Date: 04/02/2012		
		*Amount: 1,000.00		
		Total US Equiv: 1,000.00		
Certifying Officer Enter Certifying Officer's Name First Name: JONES Last Name: JANE				
Accounting Lines DPI Document Reference CD FY APC EOR US Equivalent Reference 7K 2 2141 26EB 1,000.00 W91KL098765432				
21 7K 2 2020 0000 90 0000 26EB US W91KL098765432 2141 009057 W8850 Total US Equivalent: 1,000.00				

- Enter name of certifier from the SF 1034

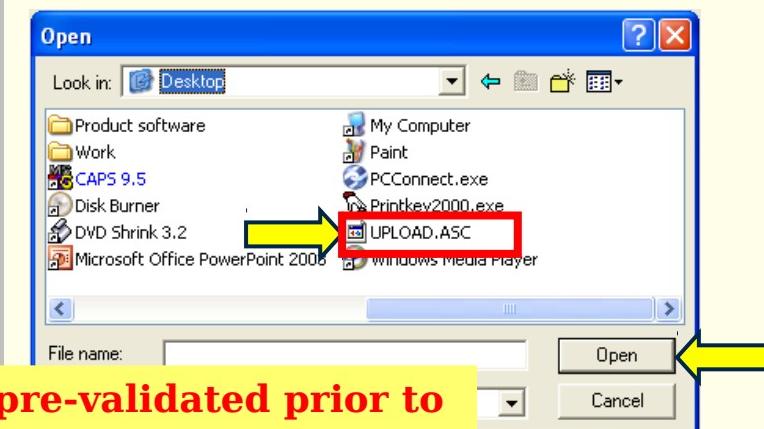


EFT TRANSACTIONS

Upload a CAPS-W Interface File (1 of 2)



- The file must be pre-validated prior to uploading.
- All errors must be corrected prior to uploading (i.e., wrong DPI , APC, EOR, FY)





EFT TRANSACTIONS

Upload a CAPS-W Interface File (2 of 2)

Accepted Number of Payments 8
Rejected Number of Payment 0

DDS
Error Report
CAPS

17/29/2009 12:25:27

Contract Payment Rmt Error

Accepted Number of Payments 8
Rejected Number of Payment 0

This is the 1st file uploaded on the b

Upload | **Download** | **Recreate**

*Filename:

Options

Prevalidate
 Upload

OK **Cancel**

Once the file has been pre-validated, select "upload"



EFT TRANSACTIONS

Upload a GFEBS Ready to Pay Interface File (1 of 6)

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

Interface Processing >

- CAPS
- Eurosaves
- IATS
- >
- File Backout
- EDA/MyPay
- SABRS Audit
- RAPTRS Upload
- MCTFS Download
- Navy Marine Cash Upload
- IPAC
- GFEBS**

sbursing

Deployar
System



EFT TRANSACTIONS

Upload a GFEBS Ready to Pay Interface File (2 of 6)

• **GFEBS has the capability to create a file that can be used by DDS for the purpose of processing EFT or Treasury Check payments. The file must be accompanied by all certified SF 1034s and their supporting documentation**

Step 1: Click the 'Upload' button in the toolbar.

Step 2: Click the folder icon next to the 'Upload Path' field to open the 'Select A Directory' dialog.

Step 3: Select the 'ready to pay' folder in the directory tree.

Step 4: Click the 'OK' button to upload the file.

Step 5: Click the 'Upload' button in the toolbar again to complete the process.

The screenshot shows a software application window titled 'EFT TRANSACTIONS'. At the top is a toolbar with various icons. Below the toolbar are four buttons: 'Upload', 'Certify/Delete', 'Download', and 'Recreate'. To the right of these buttons is a text input field 'Upload Path: C:\USERS\ADMINISTRATOR\Desktop\READY TO PAY' with a browse icon to its right. A yellow callout box highlights the text in the path field with the label 'Step 2'. In the center of the window is a 'Select A Directory' dialog box. The dialog title is 'Select A Directory' and it contains the instruction 'Select the location of the GFEBS files to be uploaded.' The file tree shows the following structure: Administrator > AppData > Contacts > Desktop > 266th FMSC MRE TOA Docs > DDS Folder > Hot & Warm list > OTCnet install > ready to pay > My Documents. The 'ready to pay' folder is highlighted with a red border and a yellow callout box with the label 'Step 3' pointing to it. At the bottom of the dialog are 'OK' and 'Cancel' buttons, with 'OK' being highlighted with a yellow callout box and the label 'Step 4'. A yellow callout box also points to the 'OK' button in the main window toolbar with the label 'Step 5'. A 'Select All' button is located at the bottom left of the main window.



EFT TRANSACTIONS

Upload a GFEBS Ready to Pay Interface File (3 of 6)

The screenshot shows a software interface with a toolbar at the top containing various icons. Below the toolbar are four buttons: 'Upload', 'Certify/Delete', 'Download', and 'Recreate'. The 'Certify/Delete' button is highlighted with a blue border. A text input field labeled '*Run Date:' contains the value '20131031151010'. To the right of this field is a download icon (a downward arrow). Next to the download icon is the text '*Upload Path: C:\USERS\ADMINISTRATOR\Desktop\READY TO PAY'. To the right of the path is a folder icon. The main area is titled 'Files' and contains a list box. The list box has a header 'File Name' and a single item selected: 'GEEBS_Readytopay_8850_20131031151010_sss.txt'. A yellow arrow labeled 'Step 6' points to the selected file name. At the bottom left of the list box is a 'Select All' button. At the bottom center is an 'OK' button, with a yellow arrow labeled 'Step 7' pointing to it.



EFT TRANSACTIONS

Upload a GFEBS Ready to Pay Interface File (4 of 6)

DDS
GFEBS Upload Statistics
GFEBS_Readytopay_8850_20131031151010_sss.txt
11/16/2013 14:30:19

Accepted Number of Payments: 1

Rejected Number of Payments: 0

This is the 1st file uploaded on the business day 11/16/2013 B

Currency	Check Count	EFT Count
FC	0	1

- The file can be processed with errors, the post payment file created by DDS will tell GFEBS which payments did not process

DDS
GFEBS Upload Error Report
GFEBS_Readytopay_8850_20131031151010_sss.txt
11/16/2013 14:30:19

Error Type:

Control Number	Record Type	Contract Number	Error
[Redacted]			



EFT TRANSACTIONS

Upload a GFEBS Ready to Pay Interface File (5 of 6)

File Name

GFEBS_Readytopay_8850_20131031151010_sss.txt file
upload complete.

OK

OK



EFT TRANSACTIONS

Upload a GFEBS Ready to Pay Interface File (6 of 6)

Screenshot of the EFT Transactions software interface showing the 'Upload' screen.

The interface includes a toolbar at the top with various icons for file operations like upload, download, and recreate.

Below the toolbar is a menu bar with tabs: Upload, Certify/Delete, Download, and Recreate.

The main area displays a table of uploaded files:

Upload Date	File Name	File Seq. Number	Accepted Payments	Rejected Payments	Certify	Delete
11/16/2013 B	GFEBS_Readytopay_8850_20131031151010_sss.txt	1	1	0		

Below the file list is a summary table:

Curr Cd	Accepted Checks Count	Amount	Accepted EFT Count	Amount	Rejected Checks Count	Amount	Rejected EFT Count	Amount
FC	0	.00	1	4,000.00	0			

A 'Forms' dialog box is displayed, containing an information icon and the text: "By clicking Continue, I hereby confirm the payments contained on the selected file are proper and correct for payment. Otherwise, please click Cancel to stop certification." A yellow arrow points to the 'Continue' button.

A second 'Forms' dialog box is shown, indicating the file has been certified, with an 'OK' button highlighted by a yellow arrow.

• Before the Domestic or International file can be created the upload must be certified

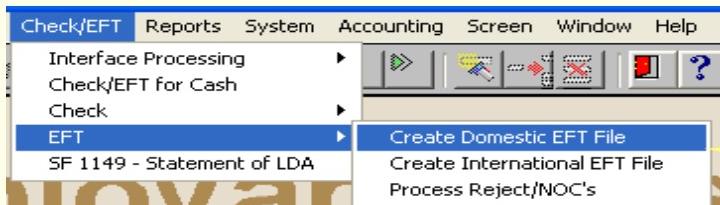


EFT TRANSACTIONS

Create A Domestic Or International EFT File (1 of 4)

Depending on the bank

info entered (ABA or SWIFT) the payment will automatically be put into either Domestic or International



Ext	Input	Curr	Cert	GCC		
Cert	Date	Source Payee	Amount	Id	Amount	Pr Nbr
✓	07/23/2009	MANDIS ALLAH AU AKHBAR	1,000.00	US	1,000.00	
✓	07/23/2009	CAPS UNITED KINGDOM	388,513.31	US	388,513.31	IDR
✓	07/23/2009	CAPS UNITED KINGDOM	700,223.36	US	700,223.36	IDR
✓	07/23/2009	CAPS AL QABANDI UNITED CO.	9,990.00	US	9,990.00	IDR
✓	07/23/2009	CAPS UNITED KINGDOM	36,336.00	US	36,336.00	IDR
✓	07/23/2009	CAPS UNITED KINGDOM	1,600.00	US	1,600.00	IDR
✓	07/23/2009	CAPS UNITED KINGDOM	48,821.46	US	48,821.46	IDR
✓	07/23/2009	CAPS UNITED KINGDOM	902.00	US		

- The number of payments and total must equal physical documentation

- "Ext Cert" must be changed to "Y" for any manual payments

Debit voucher number (SF 5515) must match the number given to FRB from the DDO's excel spreadsheet

Number of Payments Selected: 8
Total Amount: 1,187,386.13
Next Available Debit Voucher Number: 2
Next Available Tracer Number: 9

Create Domestic EFT File

Print Vouchers
Recreate Domestic EFT File



EFT TRANSACTIONS

Create A Domestic Or International EFT File (2 of 4)

FOB KANDHAR 60000- 60050			
Voucher	Date of Voucher	Amount	Date Processed By FRBB
60000	12-Jul-12	\$ 1,277.78	
60001			
60002			
60003			
60004			
60005			
60006			
60007			
60008			
60009			
60010			
60011			
60012			
60013			
60014			
60015			
60016			
60017			
60018			
60019			
60020			
60021			
60022			
60023			
60024			
60025			

• DDO maintains internal Debit Voucher log

EFT Debit Voucher Log.xlsx - Microsoft Excel

STANDARD FORM 5515 (Rev. 3-78)				DEBIT VOUCHER			DEPARTMENT OF THE TREASURY	FINANCIAL MANAGEMENT SERVICE	
PRESCRIBED BY DEPT. OF TREASURY				CODE (ALC)			1TFRM 5-3000		
5	VOUCHER	DATE OF DEBIT TO U.S.	3-DIGIT OR 4-DIGIT	AMOUNT					
6	NUMBER	TREASURY'S ACCOUNT	AGENCY LOCATION						
7	M M D D Y Y			CODE (ALC)					
8	(1) 60000	(2) 071212	(3) 00008550-4	(4) \$ 1,277.78	SINGLE SPACE ALL ENTRIES ON THIS LINE			USE NORMAL PUNCTUATION-OMIT \$ SIGN	
9				AMOUNT					
10	(5)	UNCOLLECTIBLE ITEM OTHER(Explain in Block 6)	(6) DEPOSITORY USE						
11	[]						(7) NAME AND ADDRESS OF DEPOSITORY EFT Payment ABA # 061000146		
12							(8) I CERTIFY THAT THE ABOVE AMOUNT HAS BEEN DEBITED TO THE ACCOUNT OF THE TREASURY ON THE DATE SHOWN UNCOLLECTIBLE ITEMS HAVE BEEN RETURNED TO THE DEPOSITOR OR APPROPRIATE NOTICE GIVEN		
13	[]						AUTHORIZED SIGNATURE		
14	[]								
15	[]								
16	[]								
17									
18									
19	(9) DEPOSITOR'S TITLE, DEPARTMENT OR AGENCY AND ADDRESS								
20	DEPOSITORY FORWARD THIS DOCUMENT WITH STATEMENT						ORIGINAL		
21	OR TRANSCRIPT OF THE U.S. TREASURY ACCOUNT OF THE SAME DATE						5515-102		



EFT TRANSACTIONS

Create A Domestic Or International EFT File (3 of 4)

Ext Cert

Select A Directory

Select location for file

DELMAR
DFASSafety
Documents and Settings
DR
DSD
EDM
fflow215
I386
Intel
JVPN
Keyfile
Metafile

Unselect

OK Cancel

Curr Amount	Cd	US Equivalent	Cert Id	GCC Amount	Pr Nbr
1,000.00	US	1,000.00	IDR		
88,513.31	US	88,513.31	IDR		
00,223.36	US	700,223.36	IDR		
9,990.00	US	9,990.00	IDR		
36,336.00	US	36,336.00	IDR		
1,600.00	US	1,600.00	IDR		
48,821.46	US	48,821.46	IDR		
902.00	US	902.00	IDR		
8					
1,187,386.13					
Z					
0					

Print Vouchers Recreate Domestic EFT File

- The EFT file produced by DDS must be renamed and uploaded into ITS.gov for payment.
- The following names are used for Army sites:
 - Bagram INTYYYYMMDD.01B
 - Kandahar INTYYYYMMDD.01K



• Domestic Payment



• International Payment



EFT TRANSACTIONS

Create A Domestic Or International EFT File (4 of 4)

EFT20090729.00A

SF 5515 -- 2

07/29/2009 13:24:12

EFT REPORT
DSSN: 8550
Office Rtn: 071036333
07/23/2009 R

Payee	SSN	DOV Nbr/ Purpose	Payroll No.	Tracer No.	RTN/ SWIFT Code	Account/ IBAN No.	Type	Curr Code	US Equivalent	Amount
UNITED KINGDOM		200005	0000010	074099995		12345678901234567	Checking	US	388,513.31	388,513.31
UNITED KINGDOM		200006	0000011	074099995		12345678901234567	Checking	US	700,223.36	700,223.36
AL QABANDI UNITED CO.		200007	0000012	074099995		12345678901234567	Checking	US	9,990.00	9,990.00

STANDARD FORM 1515 (Rev. 9-78)
PREVIOUS EDITIONS ARE OBSOLETE
TMFS-2000

DEBIT VOUCHER				DEPARTMENT OF THE TREASURY FINANCIAL MANAGEMENT SERVICE	.00	902.00
VOUCHER NUMBER	DATE PRESENTED OR MAILED TO BANK M M Y D D	8-DIGIT OR 4-DIGIT AGENCY LOCATION CODE (ALC)	AMOUNT		.00	1,600.00
(1) 2	(2) 070923	(3) 0008550-0	(4) 1,187,386.13	SINGLE SPACE ALL ENTRIES ON THIS LINE USE NORMAL PUNCTUATION-OMIT \$ SIGN	.46	48,821.46

<input type="checkbox"/> UNCOLLECTIBLE ITEMS	<input type="checkbox"/> DEPOSITORY USE
<input checked="" type="checkbox"/> OTHER (Explain in Box 6)	

15TH FINANCIAL MANAGEMENT COMPANY CAMP LIBERTY IRAO APO AE 09165	(7) NAME AND ADDRESS OF DEPOSITORY US TREASURY
	(8) IDENTIFY THAT THE ABOVE AMOUNT HAS BEEN DEBITED TO THE ACCOUNT OF THE DEPOSITORY ON THE DATE SHOWN. UNCOLLECTIBLE ITEMS HAVE BEEN RETURNED TO DEPOSITORY OR APPROPRIATE NOTICE GIVEN.

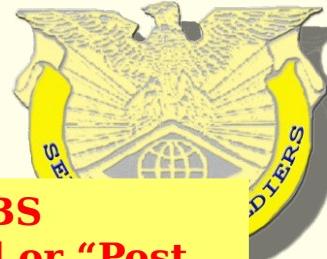
(9) DEPOSITOR'S TITLE, DEPARTMENT OR AGENCY AND ADDRESS
DEPOSITOR FORWARD THIS DOCUMENT WITH STATEMENT OR TRANSCRIPT
OF THE U.S. TREASURY ACCOUNT OF THE SAME DATE

Name	SSN	DOV Nbr/ Purpose	Payroll No.	Tracer No.	RTN	Account No.	Type	Amount
UNITED KINGDOM		200005	0000010	074099995	12345678901234	Checking	388,513.31	
UNITED KINGDOM		200006	0000011	074099995	12345678901234	Checking	700,223.36	
AL QABANDI UNITED CO.		200007	0000012	074099995	12345678901234	Checking	9,990.00	
UNITED KINGDOM		200008	0000013	074099995	12345678901234	Checking	902.00	
UNITED KINGDOM		200009	0000014	074099995	12345678901234	Checking	48,821.46	
UNITED KINGDOM		200010	0000015	074099995	12345678901234	Checking	36,336.00	
UNITED KINGDOM		200011	0000016	074099995	12345678901234	Checking	1,000.00	
ALLAH AU AKHBAR		200004	0000009	111111118	123456789	Checking	1,187,386.13	

Total:

\$1,187,386.13





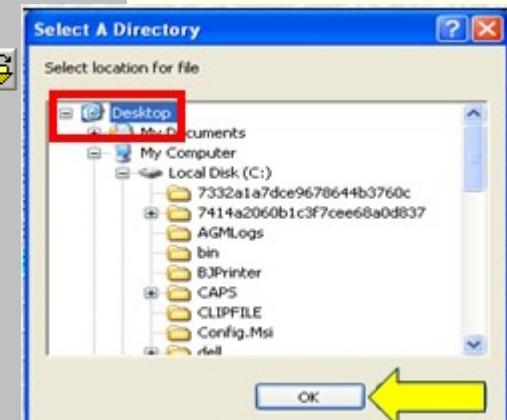
EFT TRANSACTIONS

Create a GFEBS Download File (1 of 2)

The screenshot shows the GFEBS software interface. At the top, there is a toolbar with various icons. Below the toolbar is a menu bar with options: Upload, Certify/Delete, Download, Recreate, and a separator line labeled "Files". Under "Files", there is a table with columns: Upload Date, File Name, File Seq. Number, Uploaded, Total, Downloaded Check, and EFT. A single row is visible, showing the date 04/27/2012, the file name GFEBS_ReadyToPay_8850_20120320161231508.txt, and the status of the file being uploaded.

- The GFEBS download or “Post Payment File” file must be created before the business day is closed. You will be prompted by DDS if you fail to do so when finalizing your daily DD2657. The Post payment file will be placed on the Corp2 to be sent to GEX.

The screenshot shows the GFEBS software interface with a file selection dialog box overlaid. The dialog box is titled "Select A Directory" and has a sub-titled "Select location for file". It shows a tree view of the file system, with the "Desktop" folder selected. An arrow points to the "OK" button at the bottom right of the dialog box. In the background, there is a text input field with the path "C:\DOCUMENTS AND SETTINGS\MARK_NORMAN\Desktop" and two buttons: "OK" and "Cancel".





EFT TRANSACTIONS

Create a GFEBS Download File (2 of 2)

*Filename: C:\DOCUMENTS AND SETTINGS\MARK_NORMAN\Desktop

OK Cancel

Forms

Information: Download file
DDS_PostPay_8850_00001_20120427104446.txt successfully created.

OK

PROGRESS

Percent Complete
100 %



EFT TRANSACTIONS

Website: www.its.gov

International Treasury Services

User ID: [Yellow arrow pointing to the User ID field]

Password:

[Logon](#) [Forgot UserID](#)

WARNING! You are using an official United States Government computer system. Unauthorized use or modification of any information on this system may subject you to civil and criminal penalties. The Government of the United States of America and its contractors persons are hereby notified that the use of this system is monitored.

Accessibility Resources

U. S. Department of the Treasury

General

- About ITS.GOV
- Recurring Payments**
- View History
- Payments**
- Manage Payments
- Purchase Currency
- Manage Templates
- Additional Services

File Mgmt Services

- Pass-thru Files
- Agency Files
- FedACH Files

Inquiry

- Reports
- IBAN Validation
- Currency Converter

Financial Management Service

ENV: ITS QA - Primary SITE: QA Primary MODE: PROD Cycle Date: Nov 15, 2012

About ITS.GOV

ITS.GOV News

- ITS.gov will be closed on Monday May 31, 2010 for Memorial Day.
- April 28, 29 and 30 are Holidays in Afghanistan.
- All User Provision Requests should be forwarded to the new [Yellow arrow pointing to the email address] box at nyits.administrator@ny.frb.org.
- Payments must be available for release and certified through ECS/SPS by 1:00pm Eastern Standard Time.
- ITS.GOV is available for data entry and verification of payments 23 hours per day.
- ITS.GOV customer service is available Sunday from 11:00 pm thru Friday 6:00 pm Eastern Time, please dial (201)531-3777.

DFAS Cleveland News

- Payments must be released by 1:00pm Eastern Time.
- ITS.GOV is available for data entry and verification of payments 23 hours per day.
- ITS.GOV customer service is available Sunday from 11:00 pm thru Friday 6:00 pm Eastern Time.

DFAS Columbus News

- ITS.GOV is available for data entry and verification of payments 23 hours per day.
- ITS.GOV customer service is available Sunday from 11:00 pm thru Friday 6:00 pm Eastern Time.

- **Users with ITS access must maintain their profile by logging in at least every 30 days**

- **The bulletin board contains messages that are important in the day to day payment operations within the DSSN**

- **Payments cannot be sent on weekends and/or federal holidays to include host nation. They will drop off of the system**

60



EFT TRANSACTIONS

Upload A Domestic EFT File

International Treasury Services

General
About ITS.GOV

Recurring Payments
View History

Payments
Manage Payments
Purchase Currency
Manage Templates
Additional Services

File Mgmt Services
Pass-thru Files
Agency Files
FedACH Files STEP 1

Inquiry
Reports
IBAN Validation
Currency Converter

Financial Management Service
ENV: ITS QA - Primary SITE: QA Primary MODE: P

File Management Services : FedACH Files

Upload FedACH File
Agency: ACH Bagram File Name: C:\Documents and Settings\Desktop\EFT20100819.00A Browse... STEP 2 Upload STEP 3

Retrieve FedACH File
Status: Awaiting Transfer File Type: ACH Bagram Retrieve File

No Record Available

Select	Xfer	View	Status	File Type	Ent/Add Count	Debit Amount	Credit Amount	File Name	Size	
<input type="checkbox"/>			Awaiting Transfer	ACH Bagram	2	0.00	1,000.00	EFT20100819.00A	942	
<input type="checkbox"/> Select All <input type="button" value="Delete"/>										

Another user with “Releaser” capabilities must transfer the payment

Microsoft Internet Explorer
Are you sure you wish to upload the selected file?
OK STEP 4

Microsoft Internet Explorer
EFT20100819.00A uploaded successfully
OK STEP 5



EFT TRANSACTIONS

Upload An International EFT (1 of 3)

Financial Management Service
ENV: ITS QA - Primary SITE: QA Primary MODE: PROD Cycle Date: Nov 15, 2012

File Management Services : Agency Files

Upload Agency File

Agency: US Army DDS **STEP 2** File Name: C:\Documents and Settings\Desktop\INT20090710.00A **STEP 3** **STEP 4** Upload Reset

Retrieve Agency File

Status: Awaiting Verification Agency Type: US Army DDS Retrieve File

Agency Files **STEP 1** No record Available

Select	View	Control	Control	File Name	Download
Totals	Totals	Status	Status		
Edit					

Microsoft Internet Explorer

Are you sure you wish to upload the selected file?

OK **STEP 5**

General
About ITS.GOV
Recurring Payments
View History
Payments
Manage Payments
Purchase Currency
Manage Templates
Additional Services
File Mgmt Services
Pass-thru Files
Agency Files **STEP 1**
FedACH Files
Inquiry
Reports
IBAN Validation
Currency Converter



EFT TRANSACTIONS

Upload An International EFT (2 of 3)

ITS -- Web Page Dialog

File Control Totals

File Name:	INT20090710.00A
Total # of Payments:	1
USD Amount:	1000
Foreign Amount:	
Debit Voucher#:	20002
Comments:	

Save **STEP 7** Cancel

https://qa.future.its.gov/FMS/Services/enterControlTotals?agency Internet

Microsoft Internet Explorer

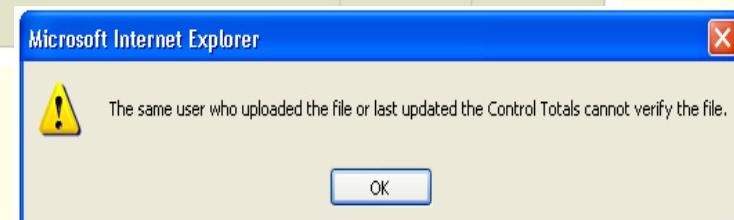
INT20090710.00A uploaded successfully

OK **STEP 8**

- On the totals screen, the user will list the number of payments, their USD value, and the debit voucher number used in DDS from the DDOs manual log

- Once the payment(s) has been uploaded, another user with releaser capabilities must verify the transaction

Select	View	Control Totals	Control Totals	Status	File Name	File Upload Timestamp	File Size	Download
				Edit	Status			
<input type="checkbox"/>			Unmatched	Awaiting Verification	INT20090710.00A	2010-08-19 14:23:20	2120	
<input type="checkbox"/>	Select All	Verify	Delete					





EFT TRANSACTIONS

Upload An International EFT (3 of 3)

- Must be another user with "Releaser" capabilities

Financial Management Service
ENV: ITS QA - Primary SITE: QA Primary MODE: PROD Cycle Date:

ITS Help Logout

General About ITS.GOV

Recurring Payments

Payments

Manage Payments Purchase Currency Manage Templates Additional Services

File Mgmt Services

Pass-thru Files Agency Files FedACH Files

Inquiry Reports IBAN Validation Currency Converter

Record Available

STEP 9

STEP 10

STEP 11

STEP 12

STEP 13

STEP 14

File Management Services : Agency Files

Upload Agency File

Agency: US Army DDS File Name: Browse... Upload Reset

Retrieve Agency File

Status: Awaiting Verification Agency Type: US Army DDS Retrieve File

Select	View	Control Totals	Control Totals	Status	File Name	File Upload Timestamp	File Size	Download
		Edit	Status					
<input type="checkbox"/>		Unmatched	Awaiting Verification	INT20090710.00A		2010-08-19 14:23:20	2120	
<input type="checkbox"/>	Select All		Verify					





EFT TRANSACTIONS

Access ITS.gov For Posting Of The Five Day Rate (P of payments)

Financial Management Service
ENV: ITS QA - Primary SITE: QA Primary MODE: PROD Cycle Date: Aug 16, 2010

Inquiry : Reports

[Payments](#)
[Returned Payments](#)
[Currency Purchases](#)
[Recurring Template](#)
[Additional Services](#)
[Agency File Report](#)
[Daily Rates](#)
[Bank Information](#)
[Federal Holidays](#)

STEP 1 Reports

STEP 2 Bank Information

STEP 3 Value Date: 08/23/2010

STEP 4 View Daily Rates

ALC: 00008830 [Look Up](#)

Value Date: 08/23/2010

Report/File Format: DFAS Generic

Sort Field 1: ASC
Sort Field 2: ASC
Sort Field 3: ASC

Display data-only report
Display results in Excel CSV

- Day 1: FTF receives ITS rate from DDO, computes payments
- Day 2: FTF Certifies payments
- Day 3: FTF sends to Disbursing Disbursing processes it into DDS, and then into ITS.gov (Day 1 for FRB)(before 1300 Eastern time)
- Day 4: ITS/FRB processes (Day 2 for FRB)
- Day 5: Vendor payment received by bank



EFT TRANSACTIONS

Access ITS.gov For Posting Of The Five Day Rate (2 of

A	B	C	D	E	F	G	H	I	J	K	L
1	ITS.gov: Rate Report DFAS Generic										
2	Requested by 00008831										
3	Generated on 09/12/2012 13:57:24										
4	Search Criteria										
5	ALC:	00008831									
6	Rate Precision:	8									
7	Rate Type:	5Day									
8	Value Date:	08/16/2012									
9	Row #	Value Date	Currency	Rate (Divide)	Rate (Multiply)						Posted Date
10	1	08/16/2012	BHD	0.36540000	2.73672688	D	BAHRAIN	BAHRANI DINAR			08/13/2012
11	2	08/16/2012	AUD	0.93400000	1.07066381	D	COCOS (KEELING); ISI ANDS	AUSTRALIAN DOLLAR			08/13/2012
12	3	08/16/2012	XAF	511.39000000	0.00195546	D	CONGO	CFA FRANC BEAC			08/13/2012
13	4	08/16/2012	XOF	511.39000000	0.00195546	D	COTE D'IVOIRE	CFA FRANC BCEAO			08/13/2012
14	5	08/16/2012	EGP	5.74220000	0.17414928	D	EGYPT	EGYPTIAN POUND			08/13/2012
15	6	08/16/2012	EUR	0.80210000	1.24672734	D	EUROPEAN COUNTRIES		EURO		08/13/2012
16	7	08/16/2012	HUF	915.49000000	0.00464059	D	HUNGARY		FORINT		08/13/2012
17	8	08/16/2012	JPY	77.710000	0.01286836	D	JAPAN		YEN		08/13/2012
18	9	08/16/2012	KWD	0.27340000	3.65764448	D	KUWAIT	KUWAITI DINAR			08/13/2012
19	10	08/16/2012	KZT	141.69000000	0.00705766	D	KAZAKHSTAN		TENGE		08/13/2012
20	11	08/16/2012	ZAR	7.79260000	0.12832687	D	SOUTH AFRICA		RAND		08/13/2012





MODULE 4 - EFT REJECTS OR RETURNS





EFT REJECTS OR RETURNS



Reject: A reject is created by the Treasury when there is information that needs to be corrected before the payment is sent to the bank. i.e. invalid SWIFT code, vendor shows up on OFAC list.

Return: A return is created when the payment makes it all the way to the bank, but the bank

~~returns it to Treasury. Examples of returns~~

- R02 – Account Closed
- R03 – No Account/Unable to Locate Account
- R04 – Invalid Account Number
- R14 – Representative Payee Deceased or Unable to Continue in that Capacity
- R15 – Beneficiary or Account Holder Deceased
- R16 – Account Frozen
- R22 – Invalid Individual ID Number



EFT REJECTS OR RETURNS

Retrieve A Domestic/ International ITS EFT Reject (1)

Institute of Financial Management Service
ENV: ITS QA - Primary SITE: QA Primary MODE: PROD Cycle Date: Nov 15, 2012 [ITS Help Logout](#)

File Management Services : FedACH Files

Upload FedACH File

Agency: ACH Kandahar File Name: [Browse...](#) [Upload](#) [Reset](#)

Retrieve FedACH File

Status: Transferred File Type: Retum Kandahar File Upload Date(mm/dd/yyyy): 07/31/2010 - 08/31/2010 [STEP 3](#) [STEP 4](#) [STEP 5](#) [Retrieve File](#)

Awaiting Transfer: ACH Kandahar
In Progress: Transferred: Retum Kandahar [STEP 2](#)

No Record Available

Select	View	Status	File Type	File Name	File Xfer Timestamp	File Size	D
<input type="checkbox"/>		Transferred	Return	BRM_RTN_20100831100345.001	2010-08-31 11:29:48	950	

File Management Services : FedACH Files

Upload FedACH File

Agency: ACH Kandahar File Name: [Browse...](#) [Upload](#) [Reset](#)

Retrieve FedACH File

Status: Transferred File Type: Retum Kandahar File Upload Date(mm/dd/yyyy): 07/31/2010 - 08/31/2010 [STEP 3](#) [STEP 4](#) [STEP 5](#) [Retrieve File](#)

Awaiting Transfer: ACH Kandahar
In Progress: Transferred: Retum Kandahar [STEP 2](#)

No Record Available

Select	View	Status	File Type	File Name	File Xfer Timestamp	File Size	D
<input type="checkbox"/>		Transferred	Return	BRM_RTN_20100831100345.001	2010-08-31 11:29:48	950	



EFT REJECTS OR RETURNS



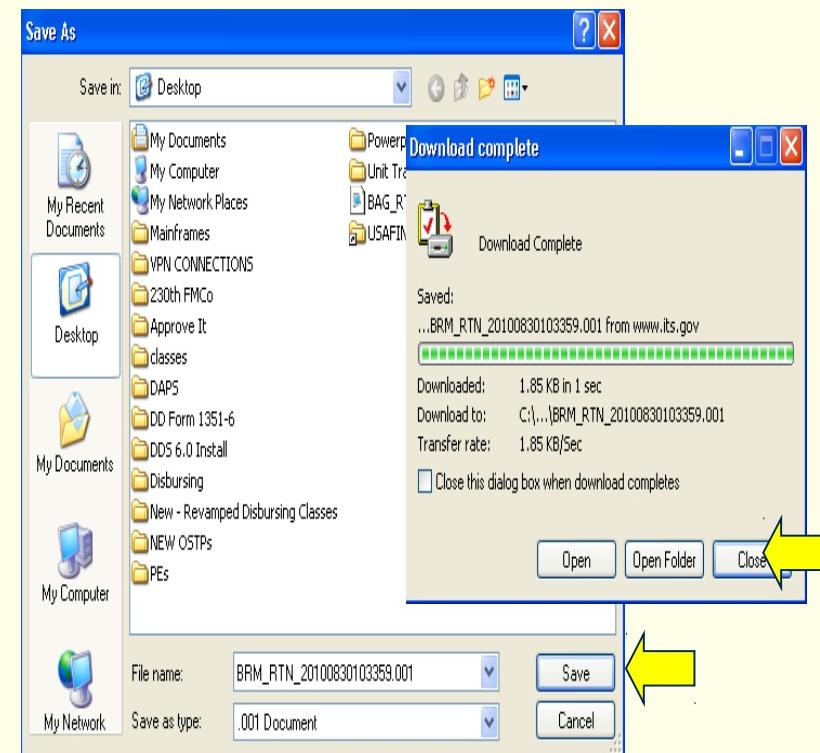
Retrieve A Domestic ITS EFT Reject (2 of 2)

Select	View	Status	File Type	File Name	File Xfer Timestamp	File Size	
<input type="checkbox"/>		Transferred	Return Bagram	BRM_RTN_20100831100345.001	2010-08-31 11:29:48	950	
<input type="checkbox"/>		Transferred	Return Bagram	BRM_RTN_20100830103359.001	2010-08-30 11:51:10	1900	

File name : BRM RTN 20100830103359.001

File Contents:

If the file is viewed.





EFT REJECTS OR RETURNS

Retrieve An International ITS EFT Reject (1 of 2)

International Treasury Services

Financial Management Service
ENV: ITS Production - Primary SITE: Production Primary MODE: PROD Cycle Date: Aug 31, 2010

General
About ITS.GOV

Payments
Manage Payments
Purchase Currency
Manage Templates
Additional Services

File Mgmt Services
Pass-thru Files
FedACH Files

Inquiry
Reports
IBAN Validation
Currency Converter

Inquiry : Reports

Payments

Returned Payments ← Yellow arrow pointing to the link.

Currency Purchases

Recurring Templates

Additional Services

Agency File Report

Daily Rates

Bank Information

Foreign Holidays

Search Criteria:

ALC:	00008830	Look Up
Entry Date:	08/01/2010 - 08/31/2010 (mm/dd/yyyy)	Yellow arrow pointing to the date range field.
Value Date:	[] - [] (mm/dd/yyyy)	Yellow arrow pointing to the value date field.
Mode of Payment:	ELECTRONIC	Yellow arrow pointing to the mode of payment dropdown.
Type of Payment:	VENDOR-CHARGE OUR	Yellow arrow pointing to the type of payment dropdown.
Status:	Payment Acknowledged	Yellow arrow pointing to the status dropdown.
Client/Commodities:	All	Yellow arrow pointing to the client/commodities dropdown.
Recipient Id:	[]	
Recipient Name:	[]	
Schedule #:	[]	
Transaction Ref #:	[]	
Payment Currency:	All	Yellow arrow pointing to the payment currency dropdown.
Foreign Amount:	[] - []	
USD Amount:	[] - []	
Check/EFT Ref #:	[]	
Secondary Status:	RETURNED	Yellow arrow pointing to the secondary status dropdown.
Secondary Status Date:	[] - [] (mm/dd/yyyy)	Yellow arrow pointing to the secondary status date field.
Deposit Ticket #:	[]	

Buttons:

[View Report](#) ← Yellow arrow pointing to the button.



EFT REJECTS OR RETURNS



Retrieve An International ITS EFT Reject (2 of 2)

ITS.gov: Returned Payment Summary w/ Formatted Detail

[New Search](#)

Requested by 20005579

Generated on 08/31/2010 17:05:41

Search Criteria

Agency: 00008830

Entry Date: 08/01/2010 - 08/31/2010

Mode of Payment: ELECTRONIC

Details of Charges: VENDOR-CHARGE OUR

Status: PAYMENT ACKNOWLEDGED

Secondary Status: RETURNED

View	Agency	Secondary Status	Date	Deposit Ticket Number	Foreign Amount	USD Amount
	00008830	08/27/2010	0		7,025.92	7,025.92
	00008830	08/20/2010	0		1,450.00	1,450.00
	00008830	08/20/2010	0		1,100.00	1,100.00
	00008830	08/19/2010	0		14,700.00	14,700.00

[Summary](#)

ITS.gov

Returned Payment Detail Report

8/31/10 5:05:03 PM

ALC: 00008830 US ARMY - BAGRAM
Schedule Number: 0006369AFN
Recipient ID: 0006369
Mode of Payment: ELECTRONIC
Status: Payment Acknowledged
Sender's Reference: 0010080310026190

Check Number/Wire Trace Number#: G1402160134501
Return Reason: 08/18/2010 payment returned via fedach

Release Date: 08/03/2010
Value Date: 08/05/2010
USD Amount: 21,817.37
Exchange Rate: 45.52

Debit Currency: USD
Payment Currency: AFN
Payment Amount: 993,126.59
Ordering Customer Name/Address
US ARMY - BAGRAM
8899 EAST 56TH ST
INDIANAPOLIS, IN 46249-3000

Intermediary Bank Name/Address

Recipient Name/Address

0802-01701964
CHAMPION LOGISTICS

Recipient Bank Account/Name/Address

ALFHAFKAXXX

Recipient Information:

RMR*01*CL-EGGERS-INV103*P0*993126
NTE*PMT*GOODS/SERVICES RENDERED*

Bank to Bank Details





EFT REJECTS OR RETURNS

PIR (1 of 5)

fms

Enterprise Single Sign On

Log In To: <https://pir.fms.treas.gov/pir-web>

[Change Password](#) [Forgot your Password?](#) [Forgot your User Id?](#) [Register](#) ?

Select an authentication method and enter your credentials

Log In using your FMS:

[SSO User ID and Password](#)

[SecurID Token](#)

[PKI Certificate](#)

To log in using your FMS Single Sign On User ID and Password, please enter your User ID and Password.

User ID:

Password:

- Once access is granted, a unique user ID and password will be given
- Upon entering the profile, the DoD warning message will appear

WARNING
WARNING
WARNING

You have accessed a United States Government automated systems, which run on it, are monitored and recorded. Any unauthorized use of this system may be disclosed as allowed by federal law.

civil and criminal penalties. This computer and the network it connects to are not for personal use, do not expect it. Communications made using this



EFT REJECTS OR RETURNS

PIR (2 of 5)

Reports Business Intelligence JA Myrda Contacts

Run Report Schedule Report

Generated Reports Generated

Click on “Run Report”

Report Type	Generated Date	Format	Action
-------------	----------------	--------	--------

Reports Business Intelligence JA Myrda

Run Report Schedule Report

- Check Payment Detail
- Check Payment Summary
- EFT Payment Detail
- EFT Payment Voucher**

Generated Date Format

PAYMENT

Click on “EFT Payment Voucher”





EFT REJECTS OR RETURNS



PIR (3 of 5)

EFT Payment Voucher Report

Select date range

Query by Voucher #

Type ALC

Click on “Run Report”

Run Report Close

ALC

ALC Group:

ALC(s): 00008850

Date Information

Voucher Date: 03/04/2013 - 03/08/2013

Voucher Period: Select One...

TGA Posted Date: From - To

Business Date: From - To

Voucher Information

Audit Number	Voucher Number
<input type="text"/>	<input type="text"/>

Voucher Amount

From To

RTN

Programs

- View All
- ASAP
- CCC Admin
- CCC Direct Debit
- FMS Non-Dollar Adjustment
- FRB FedACH

Sort By: Voucher Date

Sort Direction: Ascending

HTML PDF Excel CSV



EFT REJECTS OR RETURNS

PIR (4 of 5)



Report Created On: 03/04/2013 2:10 PM

EFT Payment Voucher Report

, Voucher Date From: 01/28/2013, Voucher Date To: 02/11/2013

Total Credit Amount: \$31,796.84

Total Debit Amount: \$3,700,863.02

Total Amount: (\$3,669,066.18)

Total Credit Count : 2

Total Debit Count : 29

Total Count of Vouchers : 31

ALC	Voucher Number	Voucher Date	Voucher Amount	RTN	Program	TGA Posted Date	Business Date	DR/CR	Source System	Reason	Original Voucher
00008830	023433	01/29/2013	\$10,804.96	021736052	ITS.gov	01/29/2013	01/29/2013	DEBIT	FRB CASHLINK		023433
00008830	023434	01/29/2013	\$85,889.90	021736052	ITS.gov	01/29/2013	01/29/2013	DEBIT	FRB CASHLINK		023434
00008830	023435	01/29/2013	\$313,606.09	021736052	ITS.gov	01/29/2013	01/29/2013	DEBIT	FRB CASHLINK		
00008830	025014	01/29/2013	\$1,500,000.00	021736052	ITS.gov	01/29/2013	01/29/2013	DEBIT	FRB CASHLINK		
00008830	301254	01/29/2013	\$28,520.00	061036903	FRB FedACH	01/29/2013	01/29/2013	CREDIT	FRB CASHLINK		
00008830	023438	01/30/2013	\$9,000.00	021736052	ITS.gov	01/30/2013	01/30/2013	DEBIT	FRB CASHLINK		
00008830	023436	01/30/2013	\$23,752.37	021736052	ITS.gov	01/30/2013	01/30/2013	DEBIT	FRB CASHLINK		023436
00008830	023437	01/30/2013	\$37,409.25	021736052	ITS.gov	01/30/2013	01/30/2013	DEBIT	FRB CASHLINK		023437
00008830	023440	01/31/2013	\$17,330.15	021736052	ITS.gov	01/31/2013	01/31/2013	DEBIT	FRB CASHLINK		023440
00008830	023441	01/31/2013	\$21,800.00	021736052	ITS.gov	01/31/2013	01/31/2013	DEBIT	FRB CASHLINK		023441
00008830	023439	01/31/2013	\$70,212.89	021736052	ITS.gov	01/31/2013	01/31/2013	DEBIT	FRB CASHLINK		023439
00008830	023442	02/01/2013	\$16,600.00	021736052	ITS.gov	02/01/2013	02/01/2013	DEBIT	FRB CASHLINK		023442
00008830	023445	02/04/2013	\$4,006.42	021736052	ITS.gov	02/04/2013	02/04/2013	DEBIT	FRB CASHLINK		023445
00008830	023444	02/04/2013	\$8,519.18	021736052	ITS.gov	02/04/2013	02/04/2013	DEBIT	FRB CASHLINK		023444
00008830	023443	02/04/2013	\$84,275.83	021736052	ITS.gov	02/04/2013	02/04/2013	DEBIT	FRB CASHLINK		023443
00008830	023446	02/04/2013	\$531,271.69	021736052	ITS.gov	02/04/2013	02/04/2013	DEBIT	FRB CASHLINK		023446

"Credit"
represents EFT
reject/return



EFT REJECTS OR RETURNS

PIR (5 of 5)



EFT Payment Detail Report

Report Created On: 03/04/2013 2:19 PM

No Data found for the specified report criteria.

Parameters that were passed in

Format = DHTML
Sort By = PMT_ID
PIR User ID = 324
User is ALC Based = Y
Voucher Number = 301254
Voucher Date = 20130129
ALC = 00008830
Voucher Amt = 28520.00
Debit/Credit(CR_DBT_IND_CD) = CREDIT

“Credit”
represents EFT
reject/return





EFT REJECTS OR RETURNS

Process A Manual (International or Domestic) EFT Reject (1 of 6)

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

Exchange Transactions (U.S./Foreign Currency)

Disbursements

Collections

Deposit

Debit Voucher

Loss of Funds

Deferred Voucher

Manual

DD 1131 - Cash Collection Voucher

SF 1098 - Sched of Canceled or Undeliv Checks

Reverse

Savings Deposit Program

IRS

DD1131

Cash Collection Voucher

*Collection Type: REFUND

Disbursing Office

Collection Voucher No.

Receiving Office

Collection Voucher No.

R E C O I F I V I I C N E G

Activity (Name & Location)

Person Institution

Institution

15TH FMCO

US Foreign

KANDAHAR

APO

Query

Received and (Printed name and signature)

Name: 15TH FMCO

Title:

Date Received: 09/12/2012

*Curr Cd *Amount *Exch Rate NI US Equiv Type NI Number NI Date Name

- An EFT will reject for a number of reasons, so the DDO cell must check PIR daily for EFT rejects being posted
- Once the reject has posted, the DDO will retrieve the deposit ticket and have a "cashier" input it into DDS. The DD Form 1131 must be entered by someone with input capabilities and certified by someone with certifier capabilities
- The Deposit Ticket must be processed to mirror the one in PIR to account for the rejected EFT payment. Failure to do so will result in a line on the AUT report



EFT REJECTS OR RETURNS

Process A Manual (International or Domestic) EFT

Reject (2 of 6)

D	Activity (Name and location, include Zip Code)	
I	1 15TH FINANCIAL MANAGEMENT COMPANY	
S O	CAMP LIBERTY IRAQ	
B F		
U F		
R I	Disbursing Officer (Name and title)	
S C	ANTHONY . COLE	
I E	DISBURSING OFFICER	
N G	DSSN 8550	Date Received (subject to collection) 01/15/2010 A
Period: From: 01/19/2010 To: 01/19/2010		

Both dates are current business day

*Curr Cd	*Amount	*Exch Rate	US Equiv	NI Type	NI Number	NI Date	Name
US	1,000.00	1	1000.00	OT	123456	07/15/2009	SALAM CONSTRU

Deposit ticket number (SF 215) from PIR

Deposit ticket date (SF 215) from PIR



EFT REJECTS OR RETURNS

Process A Manual (International or Domestic) EFT Reject (3 of 6)

DD1131

Remitter Total:	0.00	Remitter	1 of 1
Date Received:	07/28/2012	Detail Description of Purpose for which Collections were received	
*Name of Remitter Description of Remittance		DEPOSIT TICKET NUMBER: 12345 SALAM CONSTRUCTION CONTRACT NUMBER: W931P139139 INVOICE NUMBER: 21456 REASON REJECTED: INVALID ACCT NUMBER (R04)	
EFT REJECT COLLECTION			
Accounting Lines			
*DPI Cd *FY *APC EOR 7K ▼ 2 ▼ 0232 ▼ 26EB ▼	*US Equivalent 1,000.00	Document Reference W931P139139	IBOP *ODC WCD Mat Cd Mat Qty Disc US ▼ 2 ▼ N ▼

The accounting line must be exactly the same as the accounting line on the original payment (SF 1034). This will re-credit the appropriation since the payment never actually took place due to the reject

OK Cancel



EFT REJECTS OR RETURNS

Process A Manual (International or Domestic) EFT

Reject (4 of 6) DD Form 1131 must be certified

The screenshot shows a software application for processing financial transactions. At the top left is a toolbar with icons for add, edit, delete, and reject. A yellow arrow points to the reject icon. A yellow box highlights the text "Reject (4 of 6) DD Form 1131 must be certified". A certification dialog box is open, showing the message "Choose a Certification Method:" with a "System" option selected. Another yellow arrow points to the "System" button. The main window displays a "Cash Collection Voucher" form. It includes fields for Activity (Name & Location), Disbursing Office, Collection Voucher No., Receiving Office, and Collection Voucher No. A "CASH COLLECTION VOUCHER" section contains fields for ACTIVITY (Name and location), RECEIVED AND FORWARDED BY (Printed name, title and signature), and DISBURSING OFFICER (Printed name, title and signature). A "Confirm Collect" dialog box is overlaid, asking "Is the current DD1131 the one being collected?" with an "OK" button. A final message box at the bottom right says "Information: Voucher Number 000002 assigned." with an "OK" button.

- Depending on the DDO cell set-up, once the voucher number has been assigned, the cashier may process the deposit ticket into DDS or conduct a full return to the DDO (returning the CCV and EFT reject ("OT" negotiable instrument)) for the DDO to process the deposit ticket



EFT REJECTS OR RETURNS

Process A Manual (International or Domestic) EFT

Reject (5 of 6)

File Processing Edit/Chart/EFT Reports System Accounting Screen

Exchange Transactions (U.S./Foreign Currency)
Disbursements
Collections
Deposit

Deposit ticket date (SF 215) from PIR

Deposit ticket number (SF 215) from PIR

Input	Negotiable Instruments	Con...	Deposit Ticket					
Deposit To	Currency Code	*Date of Deposit	*Ticket Number:					
<input checked="" type="radio"/> US Treasury <input type="radio"/> LD Accounts	*To Account: US	07/23/2009	000002					
Bank	System	Calculated Differences						
*Exchange Rate: 1	Exchange Rate: 1	US Equivalent:	Exchange Gain or Loss:					
US Equivalent: .00	US Equivalent:							
Deposited Items	Type	VLT						
*Currency Code: US	<input type="radio"/> Cash <input checked="" type="radio"/> Check	Cash Amount:	VLT					
Negotiable Instruments								
Site	User Cd	NI Type	NI Number	NI Date	Amount	Name	SSN	US Equivalent
Attach Checks	Total Amount:	Total US Equivalent:						



EFT REJECTS OR RETURNS

Process A Manual (International or Domestic) EFT

Reject (6 of 6)

Site	NI Type	NI Number	NI Date	SSN	Amount	IRN
001	CAO	OT	123456	07/15/2009	1,000.00	SALAM CONSTRUC

Input Negotiable Instruments Confirm

Deposit To	Currency Code	*Date of Deposit	Deposit Ticket
<input type="radio"/> US Treasury <input type="radio"/> DD Accounts	*To Account: US	07/23/2009	*Ticket Number: 000002
Bank	System		*Deposit Amount: 1000.00
Exchange Rate: 1	Exchange Rate:		
US Equivalent: 1,000.00	US Equivalent:		
Deposited Items			
*Currency Code: US	Type	(1) DEPOSITORY USE	
Deposit Ticket Number: 2		(2) DATE PRESENTED OR MAILED TO BANK M M D Y ?	
Account Deposited To: US Treasury		(3) 8-DIGIT OR 4-DIGIT AGENCY LOCATION CODE (ALC)	
Check Deposit		(4) AMOUNT	
Negotiable Instrument items deposited in C		(1) 2	(2) 072309
NI Type	Check Number	(3) 0008550-0	(4) 1,000.00
OT	123456	SINGLE SPACE ALL ENTRIES ON THIS LINE USE NORMAL PUNCTUATION- OMIT \$ SIGN	
Attach Checks		DEPOSIT TICKET	
		STANDARD FORM 215 (Rev 9-78) PREScribed BY DEPT. OF THE TREASURY ITFM5-3000	
		DEPARTMENT OF THE TREASURY FINANCIAL MANAGEMENT SERVICE	
		15TH FINANCIAL MANAGEMENT COMPANY CAMP LIBERTY IRAQ APO AE 09165	
		(7) NAME AND ADDRESS OF DEPOSITORY US Treasury	
		(8) CERTIFY THAT THE ABOVE AMOUNT HAS BEEN DEBITED TO THE ACCOUNT OF THE TREASURY ON THE DATE SHOWN UNCOLLECTIBLE ITEMS HAVE BEEN RETURNED TO DEPOSITOR OR APPROPRIATE NOTICE GIVEN M M D Y ?	
		(9) DEPOSITOR'S TITLE, DEPARTMENT OR AGENCY AND ADDRESS	
		AUTHORIZED SIGNATURE	
		CONFIRMED DATE	
		1000.00	

- Once the CCV and deposit ticket have been processed, the cashier will return them to the DDO



EFT REJECTS OR RETURNS

Process An ITS EFT Reject (1 of 4)

DDS [CIN-48624983] - [Main]

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

Interface Processing > Check/EFT for Cash Check > EFT SF 1149 - Statement of LDA

Create Domestic EFT File Create International EFT File Process Reject/NOC's

EFT Reject Process

Deposit Ticket Nbr Deposit Amount Deposit Date Create Deposit Upload File

EFT Reject Files

File Name	Amount	Rejects	NOCs
BRM RTN 20100830103359.001			
EFT20090728.00A			
EFT20100819.00A			
EFT20100819.00B			
INT20090710.00A			
USAFINCOM OST			

Details

Name	Amount	Tracer Nbr	Sent Dt	DOV Nbr/ID
BAG RTN 20100804044468.001				

Rejects: _____ NOCs: _____ Total Amount: _____

Open

Select EFT Reject File

Look in: Desktop

File name: BRM RTN 20100830103359.001

Files of type: EFT REject Files (*.00?)

Open Cancel

Arrows point to the 'Upload File' button and the 'Open' button.



EFT REJECTS OR RETURNS

Process An ITS EFT Reject (2 of 4)

Screenshot of the EFT Reject Process application interface.

The main window shows the EFT Reject Process screen with the following fields:

- EFT Reject Process
- Deposit Ticket Nbr
- Deposit Amount
- Deposit Date
- Create Deposit
- Upload File (highlighted with a yellow arrow)

The EFT Reject Files section displays a table with one row:

File Name	Amount	Rejects	NOCs
BRM_RTN_20120425115431.001	10684.88	1	0

The Details section shows:

- Name: ELECTRICAL INNOVATORS INC
- Rejects: [input field]

The File Upload Process section shows:

- Process File (highlighted with a yellow arrow)
- Cancel

The upload table shows:

Name	Amount	Tracer Number	Date Sent	DOV Nbr/Purpose	Source	Rsn
ELECTRICAL INNOVATORS	10684.88	8	01/14/2012	224007	CAPS	R02

A yellow callout box highlights two entries in the upload table:

- Original payment information retrieved from DDS
- Reason Code taken from ITS.gov file

At the bottom of the application:

- Rejects: [input field] 1 NOCs: [input field] 0
- Total Amount: 10,684.88



EFT REJECTS OR RETURNS

Process An ITS EFT Reject (3 of 4)

EFT Reject Process

Deposit Ticket Nbr 001554	Deposit Amount 10,684.88	Deposit Date 08/08/2012	<input type="button" value="Create Deposit"/>	<input type="button" value="Upload File"/>			
EFT Reject Files							
File Name	Amount	Rejects	NOCs				
<input checked="" type="checkbox"/> BRM_RTN_20120425115431.001	10684.88	1	0				
Details							
Name	Amount	Tracer Nbr	Sent Dt	DOW Nbr/Purpose	Source	Rsn	Cde
ELECTRICAL INNOVATORS INC	10684.88	8	01/14/2012	224007	CAPS	RO2	
Rejects:	1	NOCs:	0	Total Amount:	10,684.88		

• **Ticket info obtained from deposit ticket retrieved from PIR**



EFT REJECTS OR RETURNS



Process An ITS EFT Reject (4 of 4)

Collection Voucher Nbr-- 000000000010
Deposit Ticket Nbr-- 001554

08/29/2012 15:55:19

EFT Reject / NOC Listing
DSSN: 8850 SITE: 00001
Office Rtn: 314074269
08/29/2012 F

File Name: BRM_RTN_20120425115431.001

Name	DOV Nbr/ Purpose	Tracer No.	RTN/ SWIFT Code	Account/ IBRN No.	Curr Code	US Equivalent	RSN	Reason	
ELECTRICAL INNOVATORS	224007	8	02100120		US	10,684.88	R02	ACCOUNT CLOSED	10,684.88

- EFT Report
- Deposit Ticket
- DD Form 1131

Reason Code info provided on EFT Reject notice

STANDARD FORM 125 (Rev 9-78)
PREScribed BY DEPT. OF THE TREASURY
TITM5-3000

DEPARTMENT OF THE FINANCIAL MANAGEMENT

DEPOSIT TICKET

TICKET NUMBER	DATE PRESENTED OR MAILED TO BANK M M D Y Y	8-DIGIT OR 4-DIGIT AGENCY LOCATION CODE (ALC)	AMOUNT
(1) 1554	(2) 080812	(3) 0008850-0	(4) 10,684.88 SINGLE SPACE ALLEN USE NORMAL PUNCTUATION
(6) DEPOSITORY USE			
U.S. ARMY FINANCIAL MANAGEMENT COMMAND 8899 EAST 56TH STREET INDIANAPOLIS, IN 46249-3000		(7) NAME AND ADDRESS OF DEPOSITORY US Treasury	
(8) I CERTIFY THAT THE ABOVE AMOUNT HAS BEEN DEPOSITED TO THE ACCOUNT OF THE TREASURY ON THE DATE SHOWN. UNCOLLECTIBLE ITEMS HAVE BEEN RETURNED TO THE DEPOSITOR OR APPROPRIATE NOTICE GIVEN. M M D Y Y		(9) DEPOSITOR'S TITLE, DEPARTMENT OR AGENCY AND ADDRESS	
AUTHORIZED SIGNATURE		CONFIRMED DATE	

CASH COLLECTION VOUCHER

DISBURSING OFFICE COLLECTION VOUCHER NUMBER 0000010	RECEIVING OFFICE COLLECTION VOUCHER NUMBER			
ACTIVITY (Name and location)				
Receiving Office	RECEIVED AND FORWARDED BY (Printed name, title and signature)	DATE		
Disbursing Office	ACTIVITY (Name and location) U.S. ARMY FINANCIAL MANAGEMENT COMMAND 8899 EAST 56TH STREET INDIANAPOLIS, IN 46249-3000	DISBURSING OFFICER (Printed name, title and signature) OMAR S TYSON DISBURSING OFFICER		
PERIOD:	FROM	TO		
DATE RECEIVED	NAME OF REMITTER DESCRIPTION OF REMITTANCE	DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTORS WERE RECEIVED	AMOUNT	ACCOUNTING CLASSIFICATION
08/29/2012	ELECTRICAL INNOVATORS Voucher: 224007 Tracer: 8		4202.00 90 0000 00000000 238 US W91CP01MH1157 SCCM 209076 20 0000 2020 0000 50 0000 000000000 238 US W91CP01MH1157 SCCM 209076	21 88 2 2020 0000 90 0000 00000000 238 US W91CP01MH1157 SCCM 209076 20 0000 2020 0000 50 0000 000000000 238 US W91CP01MH1157 SCCM 209076



EFT REJECTS OR RETURNS

Process An ITS EFT Reject with GFEBS LOA (1 of 7)

DDS [CIN-48624983] - [Main]

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

Interface Processing > Check/EFT for Cash Check > EFT SF 1149 - Statement of LDA

Create Domestic EFT File Create International EFT File Process Reject/NOC's

EFT Reject Process

Deposit Ticket Nbr Deposit Amount Deposit Date Create Deposit Upload File

EFT Reject Files

File Name	Amount	Rejects	NOCs
BRM RTN 20100830103359.001			
EFT20090728.00A			
EFT20100819.00A			
EFT20100819.00B			
INT20090710.00A			
USAFINCOM OST			

Details

Name	Amount	Tracer Nbr	Sent Dt	DOV Nbr/ID
BRM RTN 20100830103359.001				
EFT20090728.00A				
EFT20100819.00A				
EFT20100819.00B				
INT20090710.00A				
USAFINCOM OST				

Rejects: _____ NOCs: _____ Total Amount: _____

Open

Select EFT Reject File

Look in: Desktop

File name: BRM RTN 20100830103359.001

Files of type: EFT REject Files (*.00?)

Open Cancel



EFT REJECTS OR RETURNS

Process An ITS EFT Reject with GFEBS LOA (2 of 7)

Tracer	Payee Name	Amount	RSN
5	ITT FEDERAL SERVICES I	80.00	R03

DOV: Purpose: LDA Currency: Original
Code: Exchange Rate:
LDA Amount:

[Add Detail](#) [Clear Detail](#)

Accounting Lines

DPI Document
CD FY APC EOR US Equivalent Reference

Total US Equivalent:

Information: Accounting Lines must be input for GFEBS transactions.

[OK](#)



EFT REJECTS OR RETURNS

Process An ITS EFT Reject with GFEBS LOA (3 of 7)

Payee: ZIA SALARZAI	Voucher Type:	Curr Code: US	Voucher Amount: 22,880.00
		US Equivalent:	22,880.00

*DPI Cd	*FY	*APC	EOB	*US Equivalent	Document Reference	IBOP	*ODC	WCD	Mat Cd	Mat Qty	Mat Disc
7K	3	8AAB	00000	22,880.00	P0450200786000	US	2				

- The TFO APC for a GFEBS LOA is determined by the Fund Center. The Fund Center is found by doing an ME23N in GFEBS. The information may be researched by disbursing office personnel if access is given to GFEBS, otherwise obtain from the Fund The Force Section.
- Example: Fund Center A8AAB = DDS TFO APC: 8AAB

INSERTING ACCOUNTING LINE	Total US Equivalent: 22,880.00
21 3 2020 0000 8A 8AAB 000000000000 0000 US P0450200786000 8AAB 7K 000000 021001	
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	



EFT REJECTS OR RETURNS

Process An ITS EFT Reject with GFEBS LOA (4 of 7)

Tracer	Payee Name	Amount	RSN
1	ZIA SALARZAI	22,880.00	R03

DOV: 200001 Purpose: LDA Currency Code: Original Exchange Rate: LDA Amount:

Accounting Lines

DPI	CD	FY	APC	EOR	Document Reference	IBOP	ODC	WCD	Mat Cd	Mat Qty	DISC
7K	3	SAAB	0000		22,880.00 P0450200786000	US	2	W8850	N		

21 3 2020 0000 8A SAAB 000000000000 0000 US P0450200786000 SAAB 7K 0000000 Total US Equivalent: 22,880.00



EFT REJECTS OR RETURNS

Process An ITS EFT Reject with GFEBS LOA (5 of 7)



EFT REJECTS OR RETURNS

Process An ITS EFT Reject with GFEBS LOA (6 of 7)

EFT Reject Process

Deposit Ticket Nbr <input type="text" value="000001"/>	Deposit Amount <input type="text" value="22,880.00"/>	Deposit Date <input type="text" value="04/11/2013"/>	<input type="button" value="Create Deposit"/>	<input type="button" value="Upload File"/>
---	--	---	---	--

EFT Reject Files

File Name	Amount	Rejects	NOCs
<input checked="" type="checkbox"/> BRM_RTN_20120425115433.001	22880.00	1	0

Details

Name	Amount	Tracer Nbr	Sent Dt	DOW Nbr/Purpose	Source	Rsn
ZIA SALARZAI	22880.00	1	04/11/2013	200001	GFEBS	R03

Rejects: NOCs: Total Amount:

• Ticket info obtained from deposit ticket retrieved from PIR



EFT REJECTS OR RETURNS



Process An ITS EFT Reject with GFEBS LOA (7 of 7)

Collection Voucher Nbr-- 000000000010
Deposit Ticket Nbr-- 001554

08/29/2012 15:55:19

EFT Reject / NOC Listing
DSSN: 8850 SITE: 00001
Office Rtn: 314074269
08/29/2012 F

File Name: BRM_RTN_20120425115431.001

Name	DOV Nbr/ Purpose	Tracer No.	RTN/ SWIFT Code	Account / IBRN No.	Curr Code	US Equivalent	RSN	Reason	Amount
ELECTRICAL INNOVATORS	224007	8	02100120		US	10,684.88	R02	ACCOUNT CLOSED	10,684.88

- EFT Report
- Deposit Ticket
- DD Form 1131

Reason Code info
provided on EFT
Reject notice

DEPOSIT TICKET

STANDARD FORM 125 (Rev. 9-78)
PREScribed BY DEPT. OF THE TREASURY
FPMHS-3000

TICKET NUMBER	DATE PRESENTED OR MAILED TO BANK M M D Y Y	3-DIGIT OR 4-DIGIT AGENCY LOCATION CODE (ALC)	AMOUNT	SINGLE SPACE ALLEN USENOMALPUNCTUATION
(1) 1554	(2) 080812	(3) 0008850-0	(4) 10,684.88	

(6) DEPOSITORY USE

U. S. ARMY FINANCIAL MANAGEMENT COMMAND
8899 EAST 56TH STREET
INDIANAPOLIS, IN 46249-3000

(7) NAME AND ADDRESS OF DEPOSITORY
US Treasury

(8) I CERTIFY THAT THE ABOVE AMOUNT HAS BEEN DEBITED TO THE ACCOUNT OF THE
TREASURY ON THE DATE SHOWN. UNCOLLECTIBLE ITEMS HAVE BEEN RETURNED TO
THE DEPOSITOR OR APPROPRIATE NOTICE GIVEN.
M M D Y Y

(9) DEPOSITOR'S TITLE, DEPARTMENT OR AGENCY AND ADDRESS

AUTHORIZED SIGNATURE

CONFIRMED DATE

CASH COLLECTION VOUCHER

DISTRIBUTING OFFICE COLLECTION VOUCHER NUMBER
000010

RECEIVING OFFICE COLLECTION VOUCHER NUMBER

RECEIVING OFFICE	ACTIVITY (Name and location)	RECEIVED AND FORWARDED BY (Printed name, title and signature)	DATE

DISTRIBUTING OFFICE (Name and location)
U. S. ARMY FINANCIAL MANAGEMENT COMMAND
8899 EAST 56TH STREET
INDIANAPOLIS, IN 46249-3000

DISTRIBUTING OFFICER (Printed name, title and signature)
DMAR S TYSON
DISBURSING OFFICER

DISBURSING STATION
SYMBOL NUMBER

DATE

8850

20120829F

PERIOD:

DATE RECEIVED	NAME OF REMITTER DESCRIPTION OF REMITTANCE	DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	AMOUNT	ACCOUNTING CLASSIFICATION
08/29/2012	ELECTRICAL INNOVATORS Voucher: 224007 Tracer: 8		4202.00	21 84 2 2020 0600 90 0000 000000000000 233B US W91CPLO1HM1157 SCCM S09076 21 84 2020 0000 90 0000 000000000000 233B US W91CPLO1HM1157 SCCM S09076
			6482.88	



MODULE 5 - TREASURY CHECKS





TREASURY CHECKS

Create A Treasury Check (TC) For Manual Payment (1 of 3)

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

Exchange Transactions (U.S./Foreign Currency)

Disbursements > Manual

Collections

Deposit

SF 1034 - Pub Voucher for Purch Svcs Oth Pers
SF 1034 - Public Voucher for Refunds

STEP 1 **STEP 2** **STEP 3**

*Curr Code: US Exchange Rate: 1 *Payment Type: CHECK *Voucher Series: CA1 Pay

Payer: Person Institution Name: CURRAN COMPUTER SUPPLY Address: US Foreign 8899 EAST 56TH STREET LA CA 55555

Available Loads Remove Load

*Contract/Requisition Nbr: W91GEU12M01234 *Contract/Requisition Date: 09/03/2012 *Invoice Number: 123-AS *Invoice Date: 09/03/2012 *Amount: 10,000.00 Total US Equiv: 10,000.00

Information must be obtained directly from the externally certified SF 1034

Accounting Lines

DPI	CD	FY	APC	EDR	US Equivalent	Document Reference	IBOP	ODC	Mat Cd	Mat Qty	DISC
7K	2	217M	26EB		10,000.00	WGE45621360909	US	2		N	

21 8D 2 2020 0000 90 0000 000000000000 26EB US WGE45621360909 217M 000000 Total US Equivalent: 10,000.00



TREASURY CHECKS

Create A Treasury Check (TC) For Manual Payment (2 of 3)

Screenshot of a Treasury Check creation interface. The main window shows payment details and a sub-dialog for certifying officer information.

Payment Details:

- *Curr Code: US
- Exchange Rate: 1
- *Payment Type: CHECK
- *Voucher Series: CA1
- Pay button (highlighted with a yellow arrow)

Payee Information:

- Person selected
- Name: CURRAN COMPUTER SUPPLY
- Address: 8899 EAST 56TH STREET
- LA: CA 55555

Contract/Requisition Details:

- *Contract/Requisition Nbr: W91GEU12M01234
- *Contract/Requisition Date: 09/03/2012
- *Invoice Number: 123-AS
- *Invoice Date: 09/03/2012
- *Amount: 10,000.00
- Total US Equiv: 10,000.00

Certifying Officer Dialog:

Enter Certifying Officer's Name

*Last Name: CERTIFIER
*First Name: MT
Cert button (highlighted with a yellow arrow)

Accounting Lines:

DPI	CD	FY	APC	EDR	Document Reference	US Equivalent Reference
7K	2	217M	26EB		10,000.00	WGE4562136090

21 8D 2 2020 0000 90 0000 000000000000 26EB US WGE45621360909 217M 000000 Total US Equivalent: 10,000.00

Name of certifier that signed the SF1034



TREASURY CHECKS

Create A Treasury Check (TC) For Manual Payment (3 of 3)

The user must select Manual, and then choose "US" for the "currency code" and the TC's that have been created will populate

**Must change
to "yes" to
select check
payment to
process**

The screenshot shows a software interface with a menu bar at the top. The 'Check/EFT' menu is open, with 'Print Checks' selected. A toolbar below the menu contains various icons. The main window has several input fields: 'Print By DDS' (radio button), 'Manual' (radio button, selected), 'Currency Code: US', 'Stock: US TREASURY', 'LDA Balance: .00', and 'Print Vouchers'. Below these is a grid table with columns: Print, Ext Cert, Input Date, Source, Name, Amount, Exch Rate, US Equiv, and Cert. One row is visible with values: YES, 08/10/2012, MANDIS, CURRAN COMPUTER SUPPLY, 10,000.00, 1.00, 10,000.00, DDO. At the bottom, there are buttons for 'Select All', 'Process Check' (highlighted with a yellow arrow), and 'Include form feed'. Two confirmation dialogs are overlaid: one asking 'Confirm use of 54323 as check number' with 'OK' and 'CANCEL' buttons, and another stating 'Assigned voucher number for manual check is 225007' with 'OK' and 'X' buttons.

**Ensure the next available check number
is correct (if not, this will effect the level
8 report)**



TREASURY CHECKS

Canceled Or Undelivered Checks (SF 1098) (1 of 4)

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

Exchange Transactions (U.S./Foreign Currency)
Disbursements
Collections
Deposit
Debit Voucher
Loss of Funds

SF1098 Details Certify Reject

*Currency: US Exchange Rate: 1.00

SCHEDULE OF CANCELED OR UNDELIVERED CHECKS

CANCELED **UNDELIVERED**

Department or Establishment: DEPARTMENT OF ARMY
Bureau or Office: 15TH FINANCIAL MANAGEMENT COMPANY
Location: CAMP LIBERTY IRAQ APO AE 09165
Accounting Per: 01/15/2010 A 01/15/2010 A

Schedule Number
Sheet Number: 1 of 1
D.O. Symbol Number: 8550
Agency Location Code (A)
Date of _____ Voucher Nbr _____



TREASURY CHECKS

Canceled Or Undelivered Checks (SF 1098) (2 of 4)

SF1098 | Details

Currency Code:	<input type="text"/>						
*Check Nbr:	<input type="text" value="1007"/>						
*Check Date:	<input type="text" value="01/15/2010"/> 						
Voucher Number:	<input type="text" value="200003"/>						
Payee Information							
<input type="radio"/> Person <input checked="" type="radio"/> Institution <input type="radio"/> Interface							
Name <input type="text" value="FOWLER'S FAMILY CAR WASH"/>							
Accounting Lines							
DPI	CD	FY	APC	EOR	Document Reference	IBOP	OI
	9	0232	0000		1,000.00 W9D3117M01	US	2

• Select the “details” tab in enter the TC number to be canceled or undeliverable

• Enter the TC number:

- The information for the appear
- If no information appear information will need to manually

• Once the correct TC information displayed, choose the “Select” order to add the check to the SF 1098

• Choose the “SF 1098” tab to verify and save

- Select the “details” tab in order to enter the TC number to be marked as canceled or undeliverable
 - Enter the TC number:
 - The information for the TC should appear
 - If no information appears, the TC information will need to be entered manually
 - Once the correct TC information is displayed, choose the “Select” key in order to add the check to the front of the SF 1098
 - Choose the “SF 1098” tab in order to verify and save

SF1098	<input type="button" value="Delete"/>
Currency Code: <input type="text" value="US"/>	
*Check Nbr:	<input type="text"/>
*Check Date:	<input type="text"/> 
Voucher Number:	<input type="text"/>
*Amount:	<input type="text"/>
*Exchange Rate:	<input type="text" value="1.00"/>
US Equivalent:	<input type="text"/>
<input type="button" value="Select"/>	



TREASURY CHECKS

Canceled Or Undelivered Checks (SF 1098) (3 of 4)

The screenshot shows the 'CANCELED OR UNDELIVERED CHECKS (SF 1098)' screen. The toolbar at the top includes icons for New, Open, Save, Print, and Help. The main area displays the 'SCHEDULE OF CANCELED UNDELIVERED CHECKS' with 'CANCELED' checked. The 'Currency' dropdown is set to 'US'. The 'Exchange Rate' is 1.00. The 'Certify' and 'Reject' buttons are visible in the header. A 'Details' tab is also present. On the left, there are dropdown menus for 'Department or Establishment' (set to 'DEPARTMENT OF ARMY'), 'Bureau or Office' (set to '15TH FINANCIAL MANAGEMENT COM'), 'Location' (set to 'CAMP LIBERTY IRAQ APO AE 091'), and 'Accounting Period' (set to '01/15/2010 A' to '01/15/2010 A'). Below these are fields for 'Date of Issue', 'Check Nbr', and 'Name', with the entry '01/15/2010 1007 FOWLER'S FAMILY CAR WASH'. A 'Forms' dialog box is open, asking 'Certify and Collect SF1098?' with an 'OK' button. A 'Confirmation' dialog box is overlaid, asking 'Certify and Collect SF1098?' with a 'Deposit Ticket Number' field containing '219158' and an 'OK' button. A 'Deployable Disbursing System' message dialog at the bottom says 'Voucher Number 000004 assigned.' with an 'OK' button.

- has been added, select the save button
- A user with certifier capability will need to log in and Certify the voucher
- Once certified, select "ok" to certify and collect
- Select "ok" for the assigned deposit ticket number
- Select "ok" for the assigned voucher number



TREASURY CHECKS

Canceled Or Undelivered Checks (SF 1098) (4 of 4)

STANDARD FORM 1098
revised July 1980
Department of the
Treasury
1 TFRM 4-7000
1098-110

SCHEDULE OF CANCELED OR
UNDELIVERED CHECKS

CANCELED: UNDELIVERED:

DEPARTMENT OR ESTABLISHMENT DEPARTMENT OF ARMY		SCHEDULE NUMBER 000004			
BUREAU OR OFFICE 15TH FINANCIAL MANAGEMENT COMPANY		SHEET NUMBER			
LOCATION 15TH FINANCIAL MANAGEMENT COMPANY CAMP LIBERTY IRAQ APO AE 09165		D.O. SYMBOL NO. 8550			
ACCOUNTING PERIOD 01/15/2010 A to 01/15/2010 A		AGENCY LOCATION CODE (ALC)			
DATE OF ISSUE	CHECK NUMBER	PAYEE	VOUCHER NUMBER APPLICABLE	AMOUNT	SYMBOL OF APPROPRIATION OR FUND TO BE CREDITED
01/15/2010	1007	FOWLER'S FAMILY CAR WASH	200003	1000.00	21 9 2020 0000 22 0204

- Once the voucher has been certified, the SF 1098 print screen will appear; the user may print or exit
- Once the user exits, the deposit ticket information will appear (page 2 is the deposit ticket)

STANDARD FORM 1215 (Rev. 9-70)
PREScribed BY DEPT. OF THE TREASURY
15TH15-3000

DEPOSIT TICKET

DEPARTMENT OF THE TREASURY
FINANCIAL MANAGEMENT SERVICE

TICKET NUMBER	DATE PRESENTED OR MAILED TO BANK M M D D Y Y	8-DIGIT OR 4-DIGIT AGENCY LOCATION CODE (ALC)	AMOUNT
(1) 900012	(2) 011510	(3) 0008550-0	(4) 1,000.00
(5) DEPOSITORY USE			
15TH FINANCIAL MANAGEMENT COMPANY CAMP LIBERTY IRAQ APO AE 09165		(7) NAME AND ADDRESS OF DEPOSITORY US Treasury	
		(8) I CERTIFY THAT THE ABOVE AMOUNT HAS BEEN DEBITED TO THE ACCOUNT OF THE TREASURY ON THE DATE SHOWN. UNCOLLECTIBLE ITEMS HAVE BEEN RETURNED TO DEPOSITOR OR APPROPRIATE NOTICE GIVEN.	
		M M D D Y Y	
(9) DEPOSITOR'S TITLE, DEPARTMENT OR AGENCY AND ADDRESS		AUTHORIZED SIGNATURE	CONFIRMED DATE



MODULE 6 - FUNDING MISSION





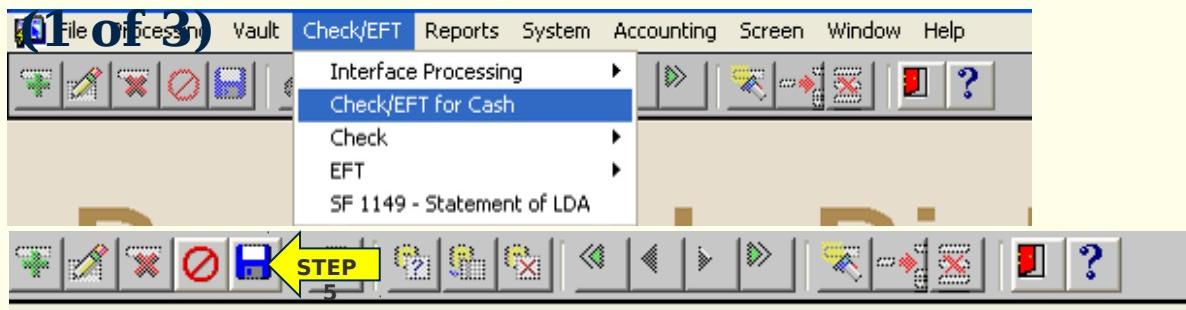
FUNDING MISSION

- DDO at the FMSU will coordinate with the FMSC DDO for funding and return of currency by submitting funding/return requests
- FMSU can return unneeded USD to the FMSC to maintain or decrease cash holding authority
- FMSU will return all damaged, mutilated and seized currency to the FMSC along with the necessary paperwork
- Funding can be accomplished using a US treasury check for cash or by using the preferred transfer in and out functions in DDS
- FMSU DDO will send a copy of their DD 2657 showing cash in transit for any funds they are returning to the ~~FMSC~~ in the time frame indicated



FUNDING MISSION

Process A Treasury Check For Cash (Funding Mission)



*Type
 Check **STEP 1** EFT

*Purpose: CHECK/EFT FOR CASH

Addressee Component
 Person Institution

Institution
326TH FMSC **STEP 3** Query

FOB DESERTS

APO AE 09326

- Use **STEP 2** just have "Print Checks" capability
- Enter the Disbursing Office (Cash Management) information, amount to be funded/written on the Treasury Check
- Select save

Currency Code for LDA Deposit Only: *US Amount: 1,000,000.00 **STEP 4**

*FC Amount: Routing Number:

*Exchange Rate: Account Number:

US Equiv: Account Type:



FUNDING MISSION

Process A Treasury Check For Cash (Funding Mission)

(2 of 3)

File Processing Audit Check/EFT Reports System Accounting Screen Window Help

Interface Processing > Printed by Outside Bank
Check/EFT for Cash
Check > Printed by Outside Bank
EFT
SF 1149 - Statement of LDA

Print Checks

Check Register

Print By DDS
Manual

*Currency Code: US

Check: US TREASURY

LDA Balance: .00

Print Vouchers

Print

Ext Cert Input Date Source Name Amount Exch Rate US Equiv Cert

08/10/2012 CEFT4C 326TH FINANCIAL MANAGEMENT C. 1,000,000.00 1.00 1,000,000.00 DDO

Forms

Confirm use of 54325 as check number

STEP 6 OK CANCEL

Selected Amount: 1,000,000.00

Number of Payments: 1

Checks Available for Issue: 1

Next Available Check Number: 54325

Select All

Default Printer: LPT1:

Select Printer
Test Alignment
Process Check

Include form feed

STEP 1
STEP 2
STEP 3
STEP 4
STEP 5
STEP 6

- The user must select Manual, and then choose "US" for the currency code.
- Check the appropriate box for the check desired
 - Ensure the next available check number is correct (if not, this will effect the level 8 report)
 - Select the "process check" button to assign the check number



FUNDING MISSION

Process A Treasury Check For Cash (Funding Mission)

(3 of 3)

File		Processing	Vault	Check/EFT	Reports	System	Accounting	Screen	Window	Help																				
		Vault Info																												
		Agent Info																												
		Cash Received from Bank																												
STEP 2 <input type="checkbox"/> Cash		STEP 5 <input checked="" type="radio"/> EFT																												
<table border="1"> <thead> <tr> <th>Check/Tracer Nbr</th> <th>Bank Date</th> <th>Amt</th> </tr> </thead> <tbody> <tr> <td>54324</td> <td>08/10/2012</td> <td>1,000,000.00</td> </tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>											Check/Tracer Nbr	Bank Date	Amt	54324	08/10/2012	1,000,000.00														
Check/Tracer Nbr	Bank Date	Amt																												
54324	08/10/2012	1,000,000.00																												
STEP 1 <input type="text"/> Cash Amount																														
<table border="1"> <thead> <tr> <th>*Curr Cd</th> <th>*Amount</th> <th>*Exch Rate</th> <th>*US Equiv</th> </tr> </thead> <tbody> <tr> <td>US</td> <td>500000.00</td> <td>1</td> <td>500,000.00</td> </tr> <tr> <td>FC</td> <td>25000000.00</td> <td>50</td> <td>500,000.00</td> </tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>											*Curr Cd	*Amount	*Exch Rate	*US Equiv	US	500000.00	1	500,000.00	FC	25000000.00	50	500,000.00								
*Curr Cd	*Amount	*Exch Rate	*US Equiv																											
US	500000.00	1	500,000.00																											
FC	25000000.00	50	500,000.00																											
STEP 3 STEP 4 																														
*Total US Equivalent: <input type="text"/> \$1,000,000.00																														

Once the funding mission has been completed and the funds are on hand, select “wants” and then

- **Highlight the TC to be negotiated**
 - **Select the add new record key and the currency code will become enabled**
 - **Select the currency that you have on hand**
 - **Enter the amount of the currency on hand**
 - **Select the Vault and denominate the**

Must click “create detail record” to add additional currencies



TRANSFER IN OR OUT

Process A Transfer Out (Return to FMSC) (1 of 3)



TRANSFER IN OR OUT

Process A Transfer Out (Return to FMSC) (2 of 3)

Step 8

Denominations	Before Qty	After Qty	Count	Amount
100 DOLLAR BILL	3,000	2,950	50	\$5,000.00
50 DOLLAR BILL	3,000	3,000	0	.00
20 DOLLAR BILL	3,000	3,000	0	.00
10 DOLLAR BILL	3,000	3,000	0	.00
5 DOLLAR BILL	3,000	3,000	0	.00
2 DOLLAR BILL	0	0	0	.00
1 DOLLAR COIN	0	0	0	.00
1 DOLLAR BILL	3,000	3,000	0	.00
50 CENTS	0	0	0	.00

Transfer Confirm Transfer Out

Total Currency Amt Entered: 5,000.00 Total US Equiv Entered: \$5,000.00

*Type
 In Out

*To DSSN: 8550 US Equivalent: 5,000.00

OK Step 7 Cancel Clear

*Curr Code	*Amount	Exchange Rate	US Equivalent	On Hand
US	5,000.00	1	5,000.00	558,000.00

Step 7



TRANSFER IN OR OUT

Process A Transfer Out (Return to FMSC) (3 of 3)

- **DO NOT** confirm the transfer out, until the DDO at the FMSC has done the transfer in at their site and sent a copy of their DD 2657 showing this.
 - The DD 2657 will show funds in blk. 6.7 until the transfer out is confirmed.
 - Once the transfer out is confirmed the amount will be reflected in blk. 4.37 of the DD 2657.



TRANSFER IN OR OUT

Process A Transfer In

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

Exchange Transactions (U.S./Foreign Currency)

Disbursements Collections Deposit

Debit Voucher Loss of Funds Deferred Voucher Transfer In or Out

Transfer Confirm Transfer Out

*Type In Out

*Fr DSN: US Equivalent:

*Curr Code *Amount Exchange Rate US Equivalent

Denominations Before Qty After Qty Count Amount

100 DOLLAR BILL	300	400	100	10,000.00
50 DOLLAR BILL	0	0	0	.00
20 DOLLAR BILL	1,000	1,000	0	.00
10 DOLLAR BILL	1,000	1,000	0	.00
5 DOLLAR BILL	1,000	1,000	0	.00
2 DOLLAR BILL	0	0	0	.00
1 DOLLAR COIN	0	0	0	.00
1 DOLLAR BILL	140,785	140,785	0	.00
50 CENTS	0	0	0	.00

Total Currency Amt Entered: 10,000.00 Total US Equiv Entered: \$10,000.00

OK Clear

STEP 1
STEP 2
STEP 3
STEP 4
STEP 5

- Once the funds are received and verified by the DDO a transfer in will be done.
- After transfer in is complete, send the FMSC DDO a copy of the DD 2657 showing the amount in blk. 2.37



MODULE 7 - DISHONORED CHECKS





DISHONORED CHECKS

Retrieving OTC Net SF 5515 Debit Voucher (1 of 4)

April 27, 2012 Home | My Profile | Training | Print | Help | Log Out

OTCnet™
Deposits Made Simple

Online Application

Connection Status: Online

Welcome, DexterC OPSUPAD

Check Processing Administration Reports

Check Processing Reports

View Check Processing Reports

Please select the Check Processing report you would like to view.

▼ Business Reports

- [CIRA CSV Report](#)
- [Agency CIRA Report](#)
- [LVD Contents Report](#)
- [Organization Hierarchy Report](#)
- [215 Deposit Ticket Report](#)
- [**5515 Debit Voucher Report**](#)

▼ Administration Reports

- [FMS Statistical Report](#)

Adobe

A yellow arrow points to the 'Check Processing Reports' link on the left sidebar.

A yellow arrow points to the '5515 Debit Voucher Report' link under the 'Business Reports' section.

A yellow arrow points to the 'Connection Status: Online' indicator in the top right corner.



DISHONORED CHECKS

Retrieving OTC Net SF 5515 Debit Voucher (2 of 4)

5515 Debit Voucher Report

Run once daily and covers all retired items settled for that business day.

Report Filters

Start Date

From:

04/27/2012



To:

04/27/2012



Report Format:

HTML

Include Subordinate OTC Endpoint

Yes No

5515 Debit Voucher Report

From Date: 12/01/2009 To Date: 12/31/2009

Location: U S ARMY

Fiscal Agent: FRB Cleveland

Location Name: 0000557912

Description: FOB Hammer Baghdad

Settlement Date: 12/01/2009

Debit Voucher Number	Unique Transaction ID	Date of original Transaction	Original CA\$H LINK	\$ Amount	Cashier ID	Return Reason Code
300674	17082877022500000522	10/19/2009	006882	\$1.00	Nicole Loritts	06 -- Returned per ODFI Request

Summary number of transactions:

1

Summary of total dollars:

\$1.00

Location Name: 0000557901

Description: Camp Liberty

Settlement Date: 12/03/2009

Debit Voucher Number	Unique Transaction ID	Date of original Transaction	Original CA\$H LINK	\$ Amount	Cashier ID	Return Reason Code
300676	150914770215900021193	12/01/2009	007048	\$100.00	Michael J Kilpatrick	16 -- Account Frozen

Summary number of transactions:

1

Summary of total dollars:

\$100.00



DISHONORED CHECKS

Retrieving Check Image from OTCnet (1 of 2)

OTCnetSM
Deposits Made Simple

Check Processing Registration Reports

Manage Verification CIRA Query Batch Management Transmission History

CIRA Query

Enter search criteria for the CIRA Item(s) you would like to view.
* Denotes required fields.

Search Criteria

OTC Endpoint:^{*}

Configured OTC Endpoints
<< <1-1>> of 1 Records

Select	OTC Endpoint	Highest Level Organization
<input checked="" type="radio"/>	9999102001	Department of Defense

Include Subordinates

Form Name: -- Select Form --

Deploy Date: -- Select Version --

User Defined Fields

User Defined Field 1:

Cashier ID:

Batch ID:

Received Date:
From To

Check Capture Date:
From To

Settlement Date:
From To

Return Settlement Date:
From 04/01/2012 To 04/27/2012



DISHONORED CHECKS

Retrieving Check Image from OTCnet (2 of 2)



DISHONORED CHECKS

Input A Debit Voucher For A Dishonored Check (1 of 1)

Screenshot of the DDS (Debt Collection System) software interface showing the "Debit Voucher" screen.

The menu bar includes: File, Processing, Vault, Check/EFT, Reports, System.

The main window shows fields for:

- *Debit From:
• US Treasury (selected)
- *Curr Code: US
- Voucher: 300676
- Date: 08/10/2012
- *Amount: 100.00
- *Debit Type: NI
- *Curr Code: US
- Exchange Rate: 1
- Certify button

Below this, there's an "Input Check" section with:
*Amount: 100.00
*Exch Rate: 1
*US Equivalent: 100.00
*DO Cd: OT

Search By fields:
*NI Number: 6352
*NI Date: 01/23/2012

Selected Checks table (empty):
NI Number NI Date

5515 Debit Voucher Report
From Date: 12/01/2009 To Date: 12/31/2009

Location: U.S. ARMY Fiscal Agent: FRB Cleveland

Location Name: 0000557912 Description: FOB Hammer Baghdad Settlement Date: 12/01/2009

Debit Voucher Number	Unique Transaction ID	Date of original Transaction	Original CASH LINK	\$ Amount	Cashier ID	Return Reason Code
300674	170828770225000000522	10/19/2009	006882	\$1.00	Nicole Lorrits	06 - - Returned per ODFI Request
Summary number of transactions:		1				
Summary of total dollars:		\$1.00				
Location Name: 0000557901		Description: Camp Liberty			Settlement Date: 12/03/2009	
Debit Voucher Number	Unique Transaction ID	Date of original Transaction	Original CASH LINK	\$ Amount	Cashier ID	Return Reason Code
300676	150914770215900021193	12/01/2009	007048	\$100.00	Michael J. Lepatrick	16 - - Account Frozen
Summary number of transactions:		1				
Summary of total dollars:		\$100.00				

- Once the debit voucher appears on OTCnet for a NSF check, a debit voucher must be created in DDS
- Enter "US" for the currency code
- Enter debit voucher number and date from the OTCnet SF 5515
- This will open the query buttons



DISHONORED CHECKS

Input A Debit Voucher For A Dishonored Check (2 of

4) STEP 1

*Debit From
 US Treasury
 LDA
 SVC Loads
 Navy Marine Cash

Code: US *Debit Voucher: 300676 *Date: 08/10/2012

*Amount: 100.00 *Debit Type
 NI Cash *Curr Code

Exchange Rate: 1 Certify

Input Check
Search By *Amount *Exch Rate *US Equivalent *DO Cd
*NI Number: 6352 *NI Date: 01/23/2012 *Person *Institution *Last Name *First Name MI *SSN Fees Select
YOUNG VICTOR 767188765 0

Selected Checks
NI Number NI Date Curr Amount Code Exchange Rate US Equivalent Name
6352 01/23/2012 100.00 US 1 100.00 OT

• Enter the check number
• Select the execute query button
• Once the check has appeared, choose the "select" key to add to the "selected checks"
• The "certify" tab will open up

Amount Selected: Unselect



DISHONORED CHECKS

Input A Debit Voucher For A Dishonored Check (3 of

- Verify the check selected matches information on the OTCnet SF 5515
 - Click the certify tab



DISHONORED CHECKS

Input A Debit Voucher For A Dishonored Check (4 of

Debit Voucher Number: 300676

Account Debited From: US Treasury

Check Deposit

Negotiable Instrument items debited in Currency Code: US

NI Type	Check Number	Name	SSN	Amount
PC				
TRN:				
Total:				

STANDARD FORM 853 (Rev 5-78)
PREScribed BY DEPT. OF THE TREASURY
1TFMS-2000

DEBIT VOUCHER

DEPARTMENT OF THE TREASURY
FINANCIAL MANAGEMENT SERVICE

VOUCHER NUMBER	DATE PRESENTED OR MAILED TO BANK M M Y Y D D	8-DIGIT OR 4-DIGIT AGENCY LOCATION CODE (ALC)	AMOUNT
(1) 300676	(2) 081210	(3) 0008850-0	(4) 100.00
(5) <input checked="" type="checkbox"/> UNCOLLECTIBLE ITEMS <input type="checkbox"/> OTHER (Explain in Box 6)		(6) DEPOSITORY USE	
U.S. ARMY FINANCIAL MANAGEMENT COMMAND 8899 EAST 56TH STREET INDIANAPOLIS, IN 46249-3000		(7) NAME AND ADDRESS OF DEPOSITORY US TREASURY	
		(8) I CERTIFY THAT THE ABOVE AMOUNT HAS BEEN DEBITED TO THE ACCOUNT OF THE TREASURY ON THE DATE SHOWN. UNCOLLECTIBLE ITEMS HAVE BEEN RETURNED TO THE DEPOSITOR OR APPROPRIATE NOTICE GIVEN.	
(9) DEPOSITOR'S TITLE, DEPARTMENT OR AGENCY AND ADDRESS DEPOSITOR FORWARD THIS DOCUMENT WITH STATEMENT OR TRANSCRIPT OF THE U.S. TREASURY ACCOUNT OF THE SAME DATE		AUTHORIZED SIGNATURE _____	

- DDS will system generate a SF 5515
- NSF clerk will create a DD 139 to be processed for a service member



DISHONORED CHECKS

Clear A Dishonored Check (1 of 2)

File Processing Vault Check/EFT Reports System Ac

Exchange Transactions (U.S./Foreign Currency)

Disbursements
Collections
Deposit

Debit Voucher
Loss of Funds
Deferred Voucher
Transfer In or Out
Redeem Uncollectable Checks

STEP 1

STEP 2

STEP 3

STEP 4

Name	SSN	Curr Code	NI Number	NI Date	Original Amt
JAMES BOOKER	786288785	US	6358	01/23/2012	100.00
TIM DUNCAN	576289191	US	6370	01/23/2012	150.00
KIM JOHNSON	567545667	US	6400	01/23/2012	200.00
TIM LOPEZ	123431212	US	3059	01/23/2012	100.00

Selected Balance: 100.00

Payment Received

Amount	NI Type	NI Number	NI Date	Vault ID
100.00				

Payment Total: 100.00

Available NIs

Forms

Be sure to return check to customer, check has been fully redeemed.

OK

- The DDO will advance an agent the NSF check or the DDO can process it themselves
- If the check is advanced to an agent, the agent must accept the DD Form 1081 first
- Select the check to be cleared
- Enter the amount that was received
- Click the "Receipt Requested" tab
- Select the save key

- NSF Checks will be redeemed as CASH ONLY



DISHONORED CHECKS

Clear A Dishonored Check (2 of 2)

Page: 1 | ?

9/03/2012 14:18 50

Uncollectable Checks Statement

Vault: DDO
Customer Name: BOOKER, JAMES

Payment this Transaction

Amount	NI Type	NI #
100.00		

Payments Received

CURRENCY CODE:	US	NI #:	6358	NI DATE:	01/23/2012
Name:	JAMES BOOKER	SSN:	*****8785	Amount:	100.00
					Service Charge: .00

Payment Date	Amount Applied	NI Type	NI #
08/10/2012	100.00		

Remaining Balance: .00

Disbursing Officer Name: TYSON, OMAR S



MODULE 8 - LOSS OF FUNDS





LOSS OF FUNDS

Types of losses

Minor: A physical loss of less than \$750 without evidence of theft or fraud within the disbursing office is considered a minor loss.

Major: A physical loss is a major loss if it meets one of the following criteria.

- A. Equal to or greater than \$750.
- B. Any loss resulting from a theft regardless of the dollar amount.
- C. Any loss, regardless of the dollar amount, where there is evidence of fraud within the disbursing office; for example, embezzlement or fraudulent acts by disbursing personnel, whether acting alone or in collusion with others.



LOSS OF FUNDS

Investigation Requirements

1. Minor Physical Losses:

- a. **\$300 or Less (No Fraud)** The DO or deputy DO (if the DO is not collocated with the deputy DO) will conduct the investigation and complete the written investigatory report. If the loss is attributable to the DO, then the investigation will be conducted by the primary deputy DO along with the written investigatory report. **Under no circumstances will the individual incurring the loss prepare his or her own written investigatory report.** In all cases, the written investigatory report must be completed and submitted to DFAS-NPD/IN within 30 days from discovery of the loss.

- b. **Over \$300 (No Fraud)** Someone other than the DO or disbursing office personnel (e.g., a member of the Cash Verification Team) must be appointed by the Commander to conduct the investigation and complete the written investigatory report. **The individual appointed to investigate the loss must have knowledge of disbursing office operations,** especially of the required internal controls, pertinent laws, and



LOSS OF FUNDS

Investigation Requirements (cont.)

2. Major Physical Losses - An investigating officer (IO) must be appointed when there is a major physical loss:

- a. The following individuals have the authority to appoint an IO:
 - (1)The Commander of the DO who incurred the loss.
 - (2)In instances where the accountable individual is not located with the DO, the Commander over that individual will appoint the IO. For example, Commander of a disbursing agent located in Afghanistan would appoint an IO when the agent incurs a loss and the DO is located in Indianapolis.
 - (3) In those instances where the Commander is not authorized to convene an investigation, the Commander must request an investigation through the chain of command.





LOSS OF FUNDS

Input Loss Of Funds

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

Exchange Transactions (U.S./Foreign Currency)

Disbursements Collections Deposit

Debit Voucher Loss of Funds

Def Trans

Input Recoup Relief

Accountable DO Code: OT

*Loss Type
 Cash NI

Enter Currency Code
Currency Code: US
Exchange Rate: 1

*Amount: 100.00

US Equivalent: 100.00

STEP 1

Negotiable Instruments (Select Record from grid)

NI Number	NI Type	NI Date	SSN	Name	Amount

Journal Voucher Information

*JV Number: 1

Memo
CASHIER 1 LOSS

STEP 2

- Refer to DoDFMR Vol 5, Chp 6 for reporting and investigating irregularities and loss of funds

Process allows authorized users to input loss of funds data to account for a physical loss of currency or negotiable instrument.

The system will allow only one currency per loss transaction.

Upon save, the system will generate a Journal Voucher (OF 1017-G)



LOSS OF FUNDS

Recoup a Loss of Funds Cash

Input | Recoup **STEP 3**

JV Number	Input Date	Loss Type	Curr Code	Original Amount	Exchange Rate	Original US Equivalent
1	08/10/2012	CASH	US	100.00	1	100.00

Outstanding Amount: 100.00 Outstanding US Equiv: 100.00 Details

Recoup **STEP 1**

NI Cash

Recoup Amount: 100.00
Exchange Rate: 1
US Equivalent: 100.00

Enter Negotiable Instrument

*NI Type *NI Date *NI Number *Vault Code

Available NIs

Person Institution

Last Name First Name MI SSN

Journal Voucher Information

*JV Number: 2

Memo **STEP 2**

REPAYMENT OF CASHIER 1 LOSS

- After the loss is investigated and the Agent is found liable the loss can be recouped by cash or NI



LOSS OF FUNDS

Relief of a Loss of Funds

STEP 4

Input Recoup Relief

Loss of Funds (Select Record from Grid)

JV Number	Input Date	Loss Type	Currency Code	Original Amount	Exchange Rate	Original US Equivalent
1	08/10/2012	CASH	US	100.00	1	100.00

Outstanding Balance: 100.00 Outstanding US Equivale

Relief Amount: 100.00

STEP 1

Accounting Lines

STEP 2

DPI CD	FY	APC	EOR	US Equivalent	Document Reference	IBOP	ODC	Mat Cd
7K	2	0232	26GK	100.00	RELIEFLOFF	US	2	

21 8D 2 2020 0000 22 0204 13519800000 26GK US RELIEFLOFF 0232 000000 09

Journal Voucher Information

*JV Number: 2

Memo
RELIEF OF LOSS

- An open loss of funds case in the DDO's accountability can only be "Relieved" via official memorandum from DFAS-NPD/IN
- Only they have the authority to relieve losses. The memorandum will contain the line of accounting that must be utilized on this screen
- Generates OF 1017-G and SF 1034



LOSS OF FUNDS

DD Form 2667

SUBSIDIARY ACCOUNTABILITY RECORD				
1. DSN	2. PURPOSE OF RECORD	3. NAME OF DISBURSING OFFICER	4. ADDRESS	
8850	LOSS OF FUNDS	MAJ SMITH	KANDAHAR	
5. DATE	6. REFERENCE OR EXPLANATION	7. INCREASE	8. DECREASE	9. BALANCE
1 SEP 12	CASHIER 1 LOSS	\$100.00		\$100.00
2 SEP 12	PAYNG AGENT TEN LOSS	\$1,000.00		\$1,100.00
5 SEP 12	CASHIER 1 RECOUP FROM 1 SEP 12		\$100.00	\$1,000.00
30 SEP 12	PAYNG AGENT TEN RECOUP PARTIAL LOSS BALANACE-\$500		\$500.00	\$500.00
4 OCT 12	DA 12 LOSS	\$2,500.00		\$3,000.00
5 OCT 12	PAYNG AGENT TEN RECOUP PARTIAL LOSS BALANCE-\$0		\$500.00	\$2,500.00

- The DD2667 is a "living" document with running totals.
- Separate DD2667 will be maintained for overages



MODULE 9 - MISC PROCESSES





MISC PROCESSES

Deferred Voucher

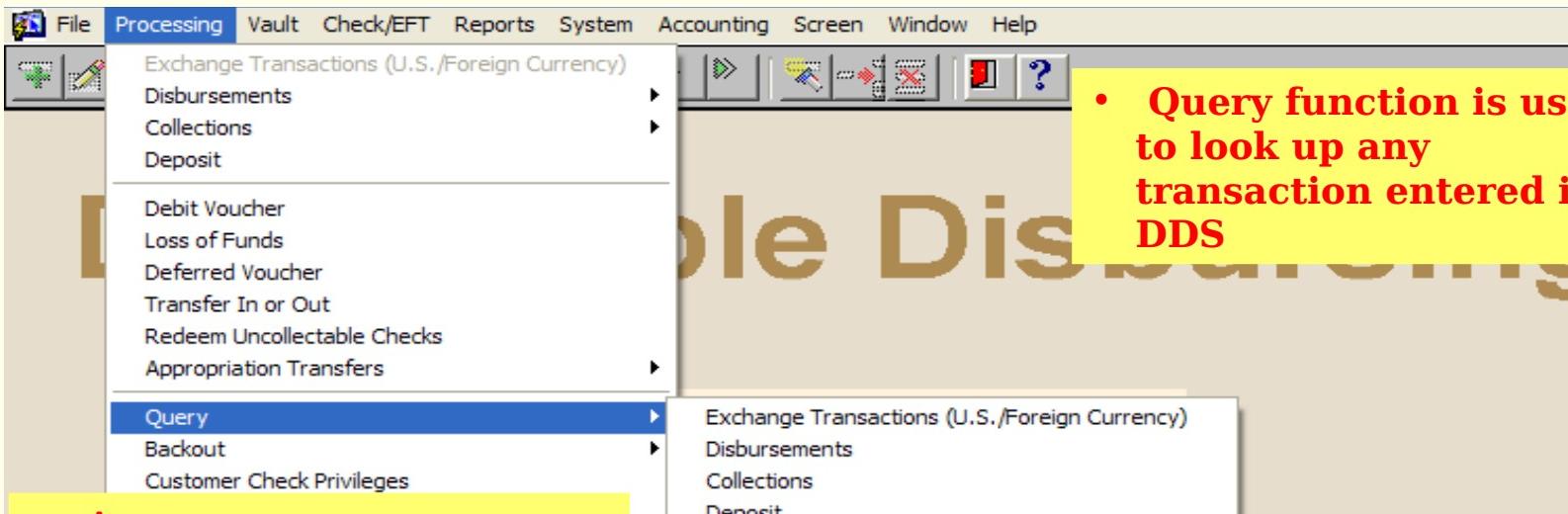
- Deferred vouchers can be advanced to site that originally returned them to the DDO

Deferred vouchers are payments that have an issue and cannot be processed at the moment. Select the voucher that must be deferred, and click on “defer” and once the voucher has been corrected, select the voucher and click on “clear”



MISC PROCESSES

Query Transactions



- **Query function is used to look up any transaction entered in DDS**

Svstem



MISC PROCESSES

Backout Processing

Soldier Disbursement System

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

Exchange Transactions (U.S./Foreign Currency)

Disbursements

Collections

Deposit

Debit Voucher

Loss of Funds

Deferred Voucher

Transfer In or Out

Redeem Uncollectable Checks

Appropriation Transfers

Query

Backout

Customer Check Privileges

Journal Voucher Log

EOM SF 215 / SF 5515

Exchange Transactions (U.S./Foreign Currency)

Disbursements

Collections

Deposit

Debit Voucher

Loss of Funds

Transfer In or Out

Redeem Uncollectable Checks

Appropriation Transfers

Cash Received from Bank

Interest Earned / Service Charges

Operation EFT

Military Payments

Overdraft/Underdraft

EFT Rejects

Printed by Outside Bank

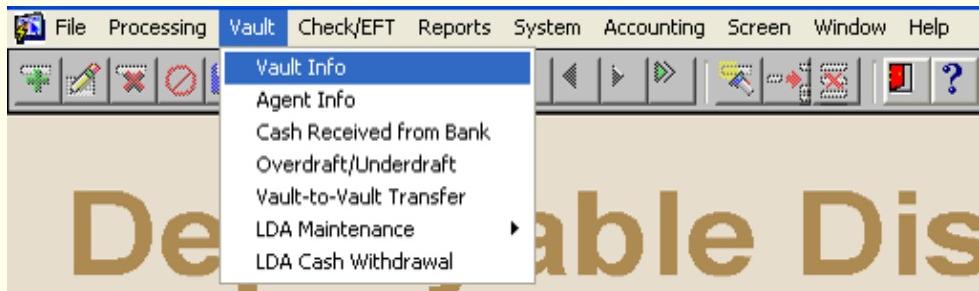
LDA Cash Withdrawal

- A Backout is used for records that are in Certified or Paid status that need to be corrected or deleted
- Only personnel with "Office Manager" privileges can approve a "Backout" in the system



MISC PROCESSES

Vault Ledger



- Allows users with "Maintains Vault" or "Office Manager" privileges to view the denominational breakdown of U.S. and Foreign Currency (FC) in the vault.

The screenshot shows a software application window titled 'De...able Dis'. At the top, there is a menu bar with 'File', 'Processing', 'Vault', 'Check/EFT', 'Reports', 'System', 'Accounting', 'Screen', 'Window', and 'Help'. The 'Vault' menu is open, displaying sub-options: 'Vault Info' (which is selected and highlighted in blue), 'Agent Info', 'Cash Received from Bank', 'Overdraft/Underdraft', 'Vault-to-Vault Transfer', 'LDA Maintenance', and 'LDA Cash Withdrawal'. Below the menu, there are three input fields with validation arrows pointing left: '*User Id: JCK', '*Vault Code:', and '*Currency Code:'. The main area of the screen displays a table titled 'Denominational Breakdown' with columns for 'Denomination', 'Quantity', and 'Amount'. The table lists the following data:

Denomination	Quantity	Amount
100 DOLLAR BILL	8910	891,000.00
50 DOLLAR BILL	678	33,900.00
20 DOLLAR BILL	198	3,960.00
10 DOLLAR BILL	801	8,010.00
5 DOLLAR BILL	653	3,265.00
1 DOLLAR BILL	9865	9,865.00

At the bottom of the screen, there are two input fields: 'Amount:' (containing '950,000.00') and 'Amount U.S.Eq:' (containing '950,'). Below these, there are two more input fields: 'Neg Inst Amount:' (containing '0.00') and 'Neg Inst Amount U.S.Eq:' (containing '0.00').



MISC PROCESSES

Agent Info

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

Vault Info
Agent Info

Cash Received from Bank
Overdraft/Underdraft
Vault-to-Vault Transfer
LDA Maintenance
LDA Cash Withdrawal

De...able Disc

• Lists all agents with funds outstanding and their balances as of the last DD Form 1081.

Agent Information
07/19/2010 A

08/18/2010 11:07:11

Parent Site	User	Last DD1081	Curr Cd	Exch Rt	Cash Bal	Cash US Equiv	NI Bal	NI US Equiv	Other Bal	
00000	00001	###	Office Accountability	FC	100	4,000,000.00	40,000,00000	.00	.00000	
			US	1	700,100.00	700,100.00000	1,000.00	1,000.00000	1,478,300.00000	
Total Funds										
00000	00001	IDR	Reyes, Israel D (Vault)	FC	100	4,000,000.00	40,000,00000	.00	.00000	
				US	1	700,100.00	700,100.00000	1,000.00	1,000.00000	
Total Funds										
00001	10001	###	Sanchez, Pablo	07/05/2010C 1	FC	100	2,000,000.00	20,000,00000	.00	.00000
				US	1	178,200.00	178,200.00000	.00	.00000	
Total Funds										
00001	20001	###	Arguello, Carlos	07/05/2010C 1	FC	100	2,000,000.00	20,000,00000	.00	.00000
				US	1	300,000.00	300,000.00000	.00	.00000	
Total Funds										
00001	30001	###	Penn, Gennaro	07/05/2010C 1	FC	100	2,000,000.00	20,000,00000	.00	.00000
				US	1	300,000.00	300,000.00000	.00	.00000	
Total Funds										
00001	40001	###	Pannell, Yanitza	07/05/2010B 1	FC	100	2,000,000.00	20,000,00000	.00	.00000
				US	1	300,000.00	300,000.00000	.00	.00000	
Total Funds										
00001	50001	###	West, Maranne	07/05/2010B 1	FC	100	2,000,000.00	20,000,00000	.00	.00000
				US	1	300,000.00	300,000.00000	.00	.00000	
Total Funds										



MISC PROCESSES

Voucher Series Set-up/ Reset

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

Site User Setup
Accounting Office Setup
Check/EFT Voucher Series Setup/Reset
Archive/Purge Currency Configuration
PCC Queue Maintenance Vault Setup
SVC Queue Maintenance DO Setup

Deploy

Voucher Series Description		Range	Range Available	Last Used Number
CV	COLLECTION VOUCHERS	000001 - 099999	10000 - 19999	010001
MP1	RESERVE COMPONENT PAYROLLS LESS THAN	100001 - 149999	101000 - 101999	000000
MP2	RESERVE COMPONENT PAYROLLS MORE THAN	150001 - 199999	151000 - 151999	000000
CA1	VENDOR PAY	200001 - 299999	201000 - 201999	201000
ST1	CIVILIAN PAY	300001 - 399999	301000 - 301999	000000

Reset Series Reset All

*Site ID	*Range Start	*Range End	*Date Assigned
10001	010000	019999	07/02/2009
11111	010900	010999	07/09/2009

- The DDO will review the voucher series, and make adjustments where needed
- The DDO will reset their voucher numbers at the beginning of each FY
- The DDO will forward the voucher series numbers assigned to each DA for them to update/reset their numbers
- The Reset Series button will clear out the vouchers for a specific set
- The Reset All button will clear all the vouchers in the system **(USE WITH CAUTION)**



MISC PROCESSES

Upload An APC File (1 of 2)

The screenshot shows the DDS Rel 1 - [Main] application interface. The menu bar includes File, Processing, Vault, Check/EFT, Reports, System, Accounting, Screen, Window, and Help. The Accounting menu is open, showing sub-options: Site, Accounting (selected), Setup, Default, and Tables. The main window displays an APC grid with columns: DPI, TFO, Cd, *FY, *APC, APC, Fund, Dept, Sym, Limit, OA, ASN, AMS, UIC, *FSN, Ldgr, and T. A yellow arrow points from the top left towards the 'Open' button in a file dialog. The 'Open' dialog box is overlaid on the main window, showing a 'Look in:' dropdown set to 'Eggers' and a list of files. The file 'Afghanistan Frequently Used APC's 10-7-08' is selected. The bottom of the dialog has 'File name:' set to 'bri7c', 'Open' and 'Cancel' buttons, and a 'Files of type:' dropdown set to 'All Files (*.*)'. A yellow arrow points from the bottom right towards the 'Warning' dialog box.

DPI TFO/ *Stk Appn Basic
Cd *FY *APC APC Fund Dept Sym Limit OA ASN AMS UIC *FSN Ldgr T
a 1234 N 21 0000 0000 00 0000 0000000000 012154 06
9 U006 N
9 U007 N

Open

Look in: Eggers

Cashier SOP Final
Cashier ViewGraph
DDS Consolidated
exp_8830_00003.
IRAQ - DA SOP 08
Unit Commanders

File name: bri7c

Files of type: All Files (*.*)

Warning

If duplicate FY/APC codes are encountered while uploading the new file, automatically OVERWRITE the old records with the new data?

Yes No Cancel

- Once the APC file has been received from DFAS-Rome, the new APCs will have to be uploaded into DDS
- System
- Accounting
- Setup
- Once the APC window appears, select the folder where the file is stored
- Select the file, and open
- Select "yes" to overwrite the old records



MISC PROCESSES

Upload An APC

APC File Upload

Total Records:	0
Loaded:	0
New:	0
Duplicate(s):	0
Error(s):	0
Percent Complete	<div style="width: 0%;"> </div>
<input type="button" value="Begin Upload"/> <input type="button" value="Done"/>	

- A window will open for the upload to begin, and select “begin upload”
- Once “begin upload” is selected, a window will appear stating to update the Stock Fund assignments, select “ok”
- The process will begin, and when complete, the “done” key will become enabled
- Select “done” and the APC window will be refreshed with the new list of APCs

Forms

Information: Stock Fund assignments must be updated.

OK

Total Records:	7075
Loaded:	7075
New:	6983
Duplicate(s):	0
Error(s):	92
Percent Complete	<div style="width: 100%;"> </div>
<input type="button" value="Begin Upload"/> <input type="button" value="Done"/>	

I	TFO/ *Stk Appn Basic	*FY	*APC	APC	Fund	Dept	Sym	Limit	OA	ASN	AMS	UIC	*FSN	Ldgr Trns	Code	Dept
4	9999				N	21	2020	0000	2AB3AW	996600000000	WOUCAA	012161	01			
8	0232				N	21	2020	0000	220204	13519800000	000000	099999	12			
8	0P26				N	21	2020	0000	228412	4347164000		099999	12			
8	1643				N	21	2010	0000	900000	5D2A1P00000	000000	012120	06			
8	1644				N	21	2010	0000	900000	5D1A1P00000	000000	012120	06			
8	1812				N	21	2020	0000	900000	000000000000		018128	06			
8	2032				N	21	2020	0000	900000	000000000000		092032	06			
8	2125				N	21	2020	0000	900000			041133	06			
8	2141				N	21	2020	0000	900000			009057	06			
8	2174				N	21	2020	0000	900000	000000000000	000000	009076	06			
8	217D				N	21	2020	0000	900000	000000000000	000000	009076	06			
8	217M				N	21	2020	0000	900000	000000000000	000000	009076	06			
8	217P				N	21	2020	0000	900000	000000000000	000000	009076	06			
8	217S				N	21	2020	0000	900000	000000000000	000000	009076	06			
8	217T				N	21	2020	0000	900000	000000000000	000000	009076	06			
8	2231				N	21	2020	0000	900000	000000000000		009076	06			
8	2238				N	21	2020	0000	900000	000000000000		009076	06			



MISC PROCESSES

Add An APC

DDS Rel 1 - [Main]

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

Site Accounting > Setup

Check/EFT > Default

Archive/Print Tables

APC TFO/APC EOR

*DPI *FY *APC TFO/ *Stk Appn Basic

Cd	*FY	*APC	APC	Fund	Dept	Sym	Limit	OA	ASN	AMS	UIC	*FSN	Ldgr	Trns
8	▼	9999	N	21	2020	0000	2A	B3AW	996600000000	WOUCAA	012161	01		
8	▼	0232	N	21	2020	0000	22	0204	135198000000	000000	099999	12		
8	▼	OP26	N	21	2020	0000	22	8412	4347164000		099999	12		
8	▼	1643	N	21	2010	0000	90	0000	5D2A1P000000	000000	012120	06		
8	▼	1644	N	21	2010	0000	90	0000	5D1A1P000000	000000	012120	06		
8	▼	1812	N	21	2020	0000	90	0000	000000000000		018128	06		
8	▼	2032	N	21	2020	0000	90	0000	000000000000		092032	06		
8	▼	2125	N	21	2020	0000	90	0000			041133	06		
8	▼	2141	N	21	2020	0000	90	0000			009057	06		
8	▼	2174	N	21	2020	0000	90	0000	000000000000	000000	009076	06		
8	▼	217D	N	21	2020	0000	90	0000	000000000000	000000	009076	06		
8	▼	217M	N	21	2020	0000	90	0000	000000000000	000000	009076	06		
8	▼	217P	N	21	2020	0000	90	0000	000000000000	000000	009076	06		
8	▼	217S	N	21	2020	0000	90	0000	000000000000	000000	009076	06		
8	▼	217T	N	21	2020	0000	90	0000	000000000000	000000	009076	06		
8	▼	2231	N	21	2020	0000	90	0000	000000000000		009076	06		
8	▼	2238	N	21	2020	0000	90	0000	000000000000		009076	06		

Purge Upload

***The Finance Office will receive a LOA that

- Select the “add” record key
- Once selected, a blank line will appear. The DDO will need to complete the LOA with a min. of “FY”, “APC”, and “FSN.”
- If the DDO has more information, then it should be input at that time
- Once all of the information has been entered, the DDO will select the “save” key



MISC PROCESSES

DDS Help Menu (1 of 2)

DDS Rel 1 - [Main]

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

About DDS [CIN-48624983] Application

Client Version: 6.4.0

User: CA1 ←

CAC Certificate: CA1

Site: 00001, USAFIMCOM

Business Day: 20110224B ←

DD2665:

Database Version: 6.4

Server Time: 02/24/2011 14:41:40

Terminal: CIN-48624983

Session Id: 1781987

Module: DDS_FLOGIN

NMCI Certification

Version: 3.0

Initial

Installation: Release 3.0 or Later

OK ←

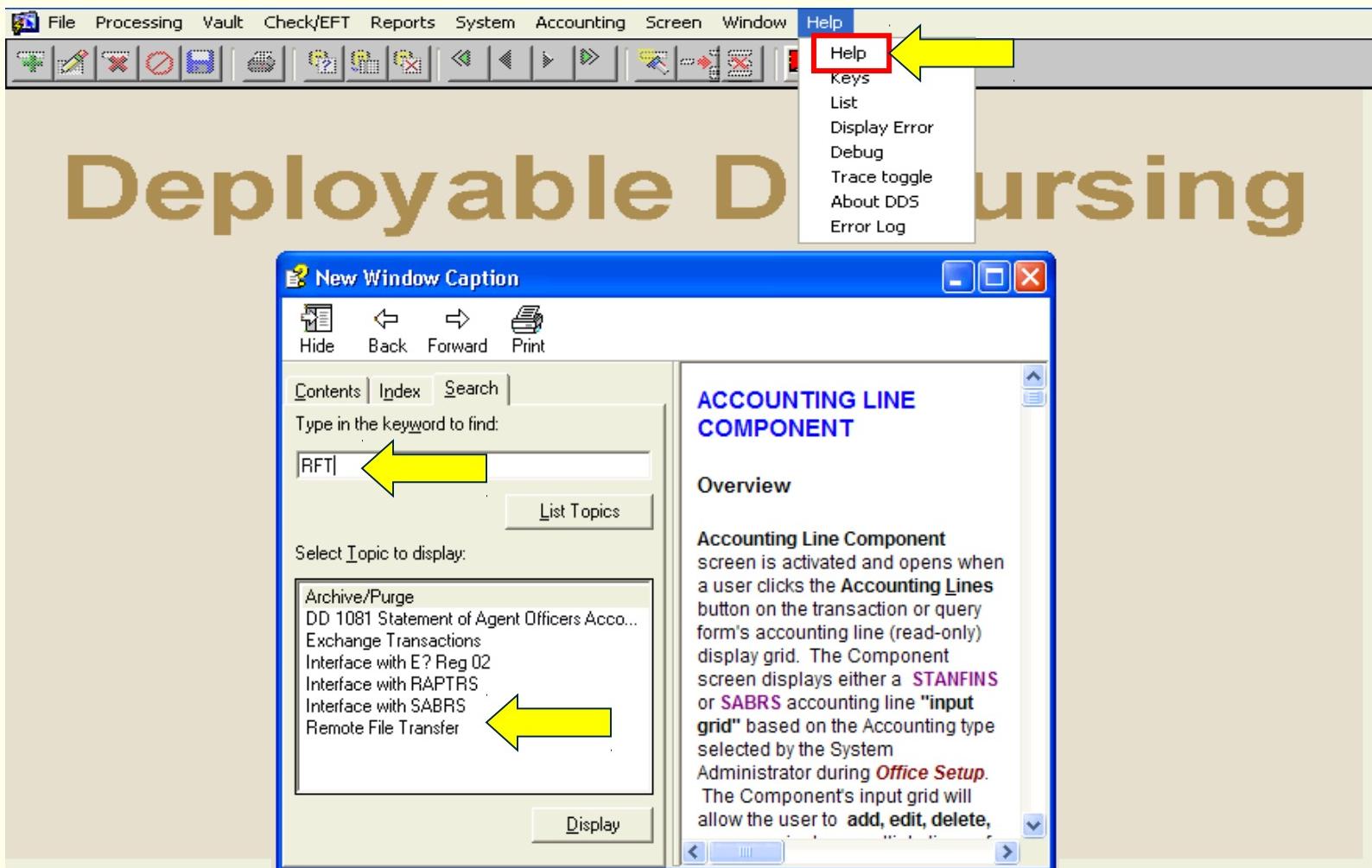
Help
Keys
List
Display Error
Debug
Trace toggle
About DDS ←
Error Log

ursing



MISC PROCESSES

DDS Help Menu (2 of 2)





MODULE 10 - LDA PROCEDURES

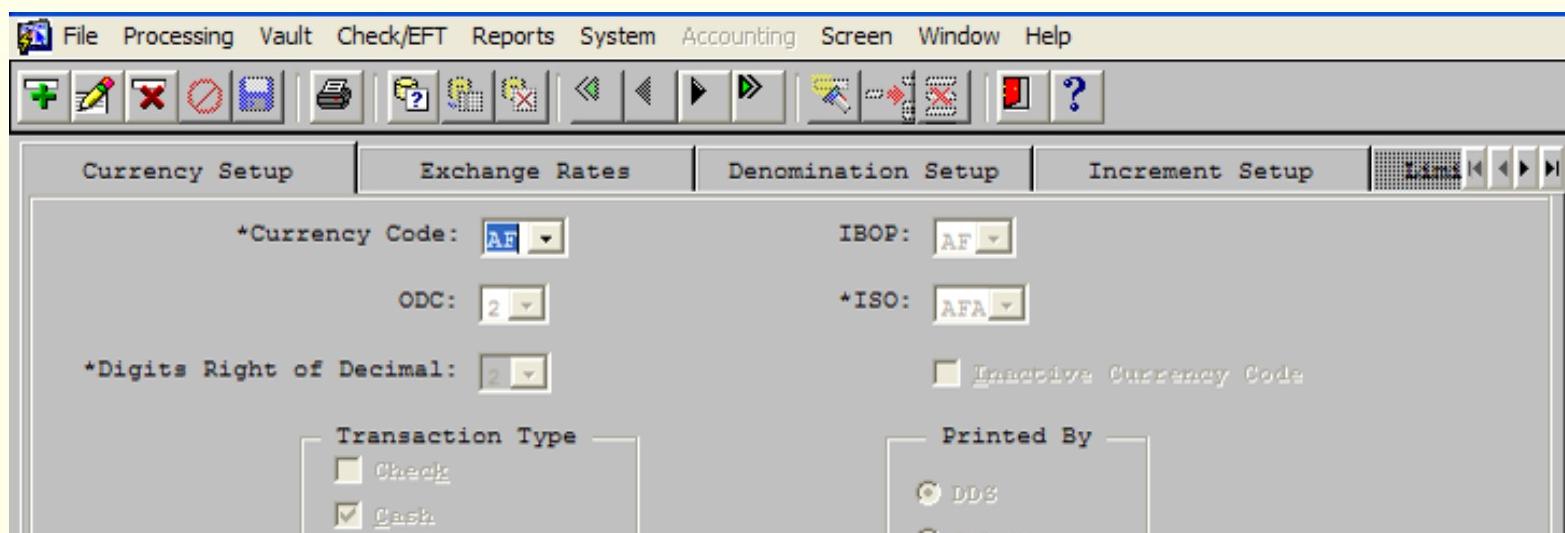
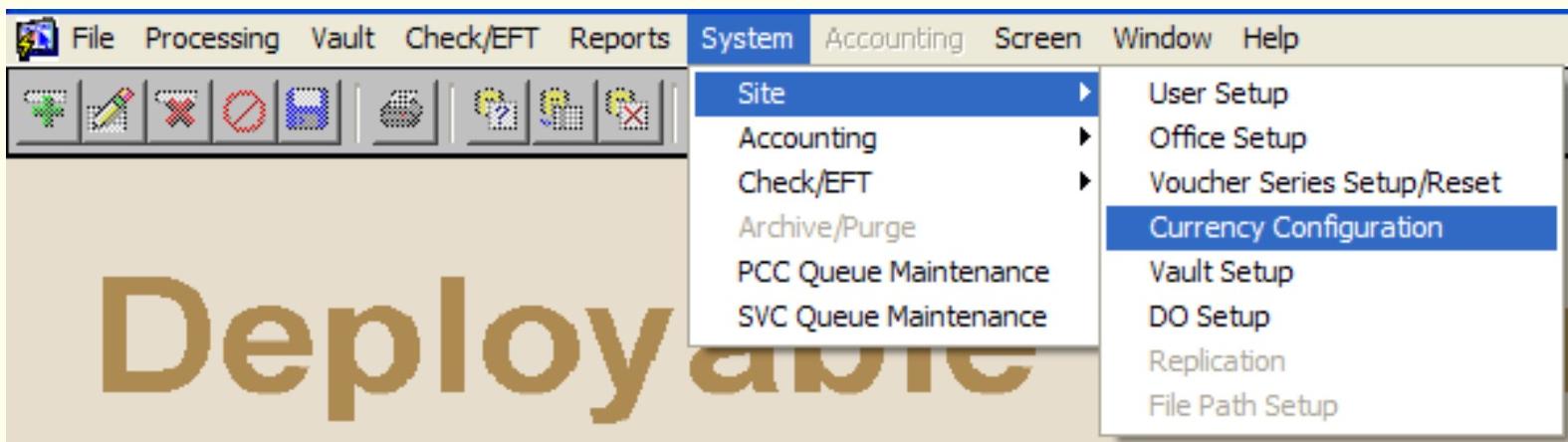




LIMITED DEPOSITORY ACCOUNT (LDA) PROCEDURES



Establish An LDA Within DDS (1 of 4)





LIMITED DEPOSITORY ACCOUNT (LDA) PROCEDURES



Establish An LDA Within DDS (2 of 4)

Currency Setup Exchange Rates Denomination Setup Increment

*Currency Code: AF IBOP: AF *ISO: AFA

ODC: 2 *Digits Right of Decimal: 2

Inactive Currency

Transaction Type

- Check
- Cash
- ATM
- MTC
- ATM

Printed By

- DDS
- Other

Note** Since the LDA is set-up based on an existing currency, all entries should match except for the currency code, transaction type (check) and printed by (other)

Currency Setup Exchange Rates Denomination Setup Increment

*Currency Code: A1 IBOP: AF

ODC: 2 *ISO: AFA

*Digits Right of Decimal: 2

Inactive Currency

Transaction Type

- Check
- Cash
- ATM
- Navy Marine Cash

Printed By

- DDS
- Other



LIMITED DEPOSITORY ACCOUNT (LDA) PROCEDURES



Establish An LDA Within DDS (3 of 4)

Currency Setup | **Exchange Rates** | Denomination Setup | Increment Set

Currency Code:

Daily Exchange Rates?

Daily Exchange Rates - or - Average Rate

Accommodation: 

Prevailing: Rate:

Official:

Note The exchange rate should be the same as the currency the LDA was built on**

Note The denominations will be set-up the same as the currency the LDA was built on**

Currency Setup | Exchange Rates | **Denomination Setup** | Increment Set

Currency Code: 

*Denomination	*Value
1000 AFGHANI	1000
500 AFGHANI	500
100 AFGHANI	100



LIMITED DEPOSITORY ACCOUNT (LDA) PROCEDURES



Establish An LDA Within DDS (4 of 4)

Exchange Rates	Denomination Setup	Increment Setup	Limited Depository	Def
Currency Code: A1				
<input type="radio"/> Person <input checked="" type="radio"/> Institution				
AFGHANISTAN INTERNATIONAL BANK (AIB)				
Address				
<input type="radio"/> US <input checked="" type="radio"/> Overseas				
2ND HOUSE ON THE LEFT				
BEHIND THE ARMANI HIGH SCHOOL				
32112 KABUL, AFGHANISTAN				
*Account Number 11111111111111111111				
POC POC SAMEER CENA				
Phone Number 222-222-2222				
LD Balance				

Note** The banking information should be exactly the same information as listed on the bank statement

Denomination Setup	Increment Setup	Limited Depository	Default Acctng Lines		
Currency Code: A1					
Accounting Lines					
 Type *FY *APC EOR Document Reference GAIN 9 U006 0000 LOSS 9 U007 0000					
Type	DPI	FY	APC	EOR	Document Reference
Type	CD	APC	EOR	Document Reference	
 Current Setup					

The last action will be to save the LDA information



LIMITED DEPOSITORY ACCOUNT (LDA) PROCEDURES



Deposit Funds To DDO's LDA (1 of 11)

The screenshot shows a software application window titled "Check/EFT". The menu bar includes File, Processing, Vault, Check/EFT, Reports, System, Accounting, Screen, Window, and Help. The "Check/EFT" menu is open, showing sub-options: Interface Processing, Check/EFT for Cash (which is highlighted), Check, EFT, and SF 1149 - Statement of LDA.

The main form has the following fields:

- *Type: Radio button selected for "EFT" (highlighted by a yellow arrow).
- *Purpose: Text box containing "CHECK/EFT FOR CASH" (highlighted by a yellow arrow).
- Addressee Component:
 - Radio button selected for "Institution" (highlighted by a yellow arrow).
 - Text box containing "106TH FMSU" (highlighted by a yellow arrow).
 - Text box containing "TALLIL, IRAQ" (highlighted by a yellow arrow).
- Currency Code for LDA Deposit Only: dropdown menu (highlighted by a yellow arrow).
- *US Amount: Text box containing "1,000,000.00" (highlighted by a yellow arrow).
- *FC Amount: Text box (highlighted by a yellow arrow).
- *Exchange Rate: Text box (highlighted by a yellow arrow).
- US Equiv: Text box (highlighted by a yellow arrow).
- Routing Number: Text box containing "1111111118" (highlighted by a yellow arrow).
- Account Number: Text box containing "123456789" (highlighted by a yellow arrow).
- Account Type: Dropdown menu containing "Checking" (highlighted by a yellow arrow).

- The DDO will input an EFT for cash
- The DDO will select "institution" and put the name of the organization with address
- The amount of the EFT will be for the US Dollar amount to be sent through ITS.gov at the "spot rate"
- The Routing Number, Account Number, and Account Type do not matter at this time as the interface file for LDA funding does not work and will not be used



LIMITED DEPOSITORY ACCOUNT (LDA) PROCEDURES



Deposit Funds To DDO's LDA (2 of 11)

The screenshot shows a software application window titled "Check/EFT" with a menu bar including File, Processing, Vault, Check/EFT, Reports, System, Accounting, Screen, Window, and Help. The "Check/EFT" menu is open, showing sub-options: Interface Processing, Check/EFT for Cash, Check, EFT, and SF 1149 - Statement of LDA. The "EFT" option is selected, revealing a submenu with three items: Create Domestic EFT File (highlighted with a yellow arrow), Create International EFT File, and Process Reject/NOC's.

The main workspace displays a grid of payment details. A yellow arrow points to the first row of the grid, which includes columns for Ext, Input Date, Source, Payee, Curr Amount, Cd, US Equivalent, Cert Id, and GCC Amount. The values for the first row are: Ext (checkbox checked), Input Date (07/19/2010), Source (CEFT4C), Payee (106TH FMCO), Curr Amount (1,000,000.00), Cd (US), US Equivalent (1,000,000.00), Cert Id (IDR), and GCC Amount (empty).

At the bottom left, there are buttons for "Select All", "Number of Payments Selected:" (with a text input field), "Total Amount:" (with a text input field), "Recreate Domestic" (button), "Next Available Debit Voucher Number:" (text input field containing "3", highlighted with a yellow arrow), "Next Available Tracer Number:" (text input field containing "3"), and "Create Domestic EFT File" (button, highlighted with a yellow arrow).

A "Select A Directory" dialog box is open on the right, prompting "Select location for file". It shows a tree view of directories under "My Computer": Desktop (highlighted with a yellow arrow), My Documents, Local Disk (C:), AGMLLogs, c974430dice709a2e54d, CMISPB, DELMAR, des_817, DFAS, DFASafety, and DEASDVON. At the bottom right of the dialog is an "OK" button (highlighted with a yellow arrow).



LIMITED DEPOSITORY ACCOUNT (LDA) PROCEDURES



Deposit Funds To DDO's LDA (3 of 11)

EFT20100819.00B		08/19/2010 15:35:00		
SF 5515 -- 3				
EFT REPORT DSSH: 8550 SITE: 00001 Office Rtn: 314074269 07/19/2010 A				
EFT20100819.00B		08/19/2010 15:35:00		
Payee	SSN	DOW Nbr/ Purpose	Payroll Tracer No.	No.
106TH FMCO		CHECK/EFT FOR CASH		000000
EFT Error Listing				
Payee	Voucher Type	Amount	Error Message	
*** NO ERRORS OCCURRED ***				

Debit Voucher Number: 3		JOINTS/2010/10/37.0					
EFT Items Debits to Federal Reserve Bank							
Name	SSN	DOW Nbr/ Purpose	Payroll Tracer No.	Account No.	DEBIT VOUCHER	DEPARTMENT OF THE TREASURY FINANCIAL MANAGEMENT SERVICE	
106TH FMCO		CHECK/EFT FOR CASH	00000	(1) STANDARD FORM FDS-1 (Rev. 4-73) PREScribed BY DEPT. OF THE TREASURY FFMFS-2000	(2) DATE PRESENTED OR MAILED TO BANK M M Y Y D D	(3) 8-DIGIT OR 4-DIGIT AGENCY LOCATION CODE (ALC)	(4) AMOUNT
Total:				(1) 3	(2) 071019	(3) 0008550-0	(4) 1,000,000.00
				(5) UNCOLLECTIBLE ITEMS <input type="checkbox"/> OTHER (Explain in Box 6)		(6) DEPOSITOR'S USE	
				USAFIMCOM DFAS INDIANAPOLIS		(7) NAME AND ADDRESS OF DEPOSITORY US TREASURY	
				(8) I CERTIFY THAT THE ABOVE AMOUNT HAS BEEN DEPOSITED TO THE ACCOUNT OF THE TREASURY ON THE DATE SHOWN. UNCOLLECTIBLE ITEMS HAVE BEEN RETURNED TO THE DEPOSITOR OR APPROPRIATE NOTICE GIVEN.			
				(9) DEPOSITOR'S TITLE, DEPARTMENT OR AGENCY AND ADDRESS DEPOSITORY FORWARD THIS DOCUMENT WITH STATEMENT OR TRANSCRIPT OF THE U.S. TREASURY ACCOUNT OF THE SAME DATE		AUTHORIZED SIGNATURE	



LIMITED DEPOSITORY ACCOUNT (LDA) PROCEDURES



Deposit Funds To DDO's LDA (4 of 11)

International Treasury Services

General About ITS.GOV Recurring Payments View History Payments Manage Payments Purchase Currency Manage Templates Additional Services

Financial Management Service ENV: ITS QA - Primary SITE: QA Primary MODE: PROD Cycle Date: Aug 16, 2010 ITS Help Logout

Payments: Manage Payments Template Name [Look Up](#) Create Payment (Template is optional)

International Treasury Services

General About ITS.GOV Recurring Payments View History Payments Manage Payments Purchase Currency Manage Templates Additional Services

Financial Management Service ENV: ITS QA - Primary SITE: QA Primary MODE: PROD Cycle Date: Aug 16, 2010 ITS Help Logout

Payments: Manage Payments Create Payment Service Entry Date: 08/16/2010 Agency Locator (ALC): 00008830 [Look Up](#) Rule #:

ITS -- Web Page Dialog

Recipient ID Recipient Name ALCs

Select ALL ALCs OR

	ALC	Sub-Agency Name
Select	00008830	US ARMY - BAGRAM
Select	00018830	US ARMY - BAGRAM FUNDING
Select	20006321	U.S. ARMY DDS MT103

[Close Window](#)



LIMITED DEPOSITORY ACCOUNT (LDA) PROCEDURES



Deposit Funds To DDO's LDA (5 of 11)

Payments: Manage Payments

Create Payment Service [▲ Payment List](#)

Entry Date: 08/16/2010

Agency Locator (ALC): 00018830 Schedule #: 00003

Recipient Information

Recipient ID: 374TH FINANCIAL MANAGEMENT COMPANIE

Recipient Name: CPT BUTLER

Recipient Address: BAGRAM AIR BASE
APO AE 09112

Bank Information

Account Type: CHECKING

IBAN/Account #: 123456789

Bank ID Format: SWIFT

Bank SWIFT Address: AFIBAFKA [Show SWIFT Detail](#)

Bank Number:

Bank Name:

Bank Address:

Bank Detail: /ACC/



LIMITED DEPOSITORY ACCOUNT (LDA) PROCEDURES



Deposit Funds To DDO's LDA (6 of 11)

Payment Information

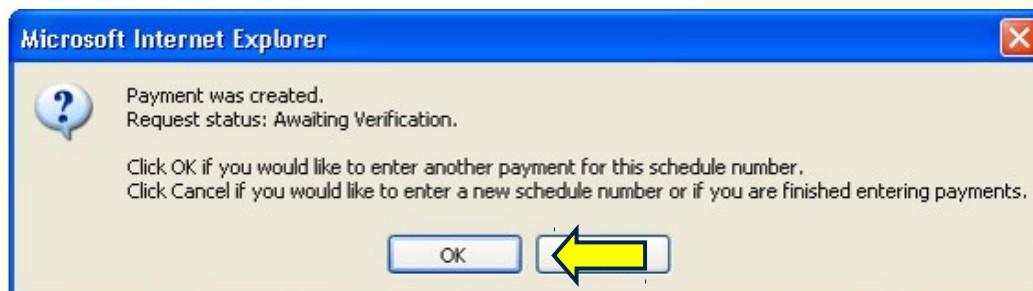
Type of Payment:	VENDOR-CHARGE OUR	Voucher Number:	<input type="text"/>
Mode of Payment:	ELECTRONIC	Clients/Commodities:	<input type="button" value="▼"/>
Recipient Country:	AFGHANISTAN - AF	<input type="button" value="▼"/>	
Show Intermediary Bank Fields			
Value Date:	<input type="text" value="08/18/2010"/> (mm/dd/yyyy)	<input type="button" value="▼"/>	
Payment Currency:	AFN - AFGHANISTAN AFGHANI	<input type="button" value="▼"/>	
US Dollar Amount:	1000000	<input type="button" value="▼"/>	
Foreign Amount:	<input type="text"/>		

[Show Point of Origin](#)

[Show Disbursing Account Data](#)

[Show Regulatory Report Data](#)

[Show Payment Details](#)





LIMITED DEPOSITORY ACCOUNT (LDA) PROCEDURES



Deposit Funds To DDO's LDA (7 of 11)

International Treasury Services

ENV: ITS QA - Primary SITE: QA Primary MODE: PROD Cycle Date: Aug 16, 2010

[ITS Help Logout](#)

General
About ITS.GOV

Recurring Payments
View History

Payments
Manage Payments 
Purchase Currency
Manage Templates
Additional Services

File Mgmt Serv
Pass-thru Files
Agency Files
FedACH Files

Inquiry
Reports
IBAN Validation
Currency Converter

Payments: Manage Payments

Template Name [Look Up](#) Create Payment (Use of template is optional)

Status ALC [Look Up](#)  00018830 

View	Status	Value Date	Schedule #	Agency Locator (ALC)	Entry Date	Recipient Name	Instructed Amount
 Agency Files	Awaiting Verification	08/18/2010	00003	00018830	08/16/2010	CPT BUTLER	1,000,000.00 

Payment Information

Type of Payment: VENDOR-CHARGE OUR Voucher Number:
Mode of Payment: ELECTRONIC Client/Commodities:
Recipient Country: AFGHANISTAN-AF Aggregated Payment: NO

Value Date:
Instructed Currency:
Payment Currency:
Instructed Amount:
Point of Origin Name:
Point of Origin Address:
Payment Details:
Comment:

Microsoft Internet Explorer

Are you sure that you want to verify this payment?  

Microsoft Internet Explorer

Payment verified  

Verify  for Correction Delete Payment



LIMITED DEPOSITORY ACCOUNT (LDA) PROCEDURES



Deposit Funds To DDO's LDA (8 of 11)

Payments: Manage Payments

Template Name [Look Up](#) [Create Payment](#) (Use of template is optional)

Status [Look Up](#) ALC [Look Up](#) 00018830 [View Payments](#)

Select	Value Date	Schedule #	ALC	Payment Currency	# of Payments	US \$ Amount	Foreign Amount
<input type="checkbox"/>	08/18/2010	00003	00018830	AFN	1	1,000,000.00	
					Total:	0	0
Total equivalent USD Amount = 1,000,000.00							
<input type="checkbox"/> Select all		Release	Check for Correction	Expand all	Collapse all		

Microsoft Internet Explorer

Release Success :
Total payments = 1
Total US Amount = 1,000,000.00
Total Equivalent USD Amount = 1,000,000.00
Total Foreign Amount = 0

Release Fail :
Total payments = 0
Total US Amount = 0
Total Equivalent USD Amount = 0
Total Foreign Amount = 0

[OK](#)



LIMITED DEPOSITORY ACCOUNT (LDA) PROCEDURES



Deposit Funds To DDO's LDA (9 of 11)

NOTE: Funds should not be added until they are verified in LDA account at the bank

Check/Tracer Nbr	Bank Date	Amt
3	07/19/2010 A	1,000,000.00

Cash Amount

*Curr Cd	*Amount	*Exch Rate	*US Equiv



LIMITED DEPOSITORY ACCOUNT (LDA) PROCEDURES



Deposit Funds To DDO's LDA (10 of 11)



LIMITED DEPOSITORY ACCOUNT (LDA) PROCEDURES



Deposit Funds To DDO's LDA (11 of 11)

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

Exchange Transactions (U.S./Foreign Currency)
Disbursements
Collections
Deposit

Input Negotiable Instruments Confirm

Deposit To: US Treasury, LD Account *To Account: F1 *Date of Deposit: 17/19/2010 *Ticket Number: 000001 *Deposit Amount: 100000000.00

Bank Exchange Rate: 100 System Exchange Rate: 100 Calculated Differences Exchange Gain or Loss: .00

US Equivalent: 1,000,000.00 US Equivalent: 1,000,000.00

Deposited Items *Currency Code: F1 Type: Cash Check *Cash Amount: 100000000.00 VLT

Negotiable Instruments Vlt Cd User NI NI NI Date Amount Name SSN US Equivalent

Deposit Ticket Number: 1
Account Deposited To: AIB 123456789
Cash Deposit
Cash items deposited in Currency Code: F1
Denominations Amount
1000 AFGHANI 100,000.00
Total: 100000000.00

User Id: IDR Currency Code: F1 Exchange Rate: 100 *Vault Code: IR
Currency Amt Entered for Vault: 100,000,000.00 US Equiv Entered For Vault: \$1,000,000.00
Currency Amt to Distribute: 100,000,000.00 Remaining Currency Amt to Distribute: .00
Denominations Before Qty After Qty Count Amount
1000 AFGHANI 100,000 0 100000 100,000,000.00
1 AFGHANI 0 0 0 .00
MUTILATED 0 0 0 .00
Total Currency Amt Entered: 100,000,000.00 Total US Equiv Entered: \$1,000,000.00
OK Clear



LIMITED DEPOSITORY ACCOUNT (LDA) PROCEDURES



Cash Withdrawal From An LD

De **able Dis**

LDA Cash Withdrawal

*Withdrawal Number: ←

*LDA Curr Cd ← Exchange Rate U.S. Equivalent
F1 100 10.00

Vault Cash Deposit

*Vault Curr Cd ← *Amount Exchange Rate U.S. Equiv
FC 1,000.00 100

****Note - For local withdrawal's only.**

- When needing local currency from the bank, the DDO will select LDA Cash Withdrawal from the LDA. The DDO will select the LDA account, and then the currency actually on hand.**

User Id:	JCK	Currency Code:	FC	Exchange Rate:	100	*Vault Code:	JK
Currency Amt Entered for Vault:		1,000.00		US Equiv Entered For Vault:		\$10.00	
Currency Amt to Distribute:		1,000.00		Remaining Currency Amt to Distribute:		.00	
Denominations	Before Qty	After Qty	Count	Amount			
50 FC DINAR	0	0	0	.0			
20 FC DINAR	0	0	0	.0			
10 FC DINAR	0	100	100	1,000.00			
5 FC DINAR	0	0	0	.0			
1 FC DINAR	90,000	90,000	0	.0			
.50 FC DINAR	0	0	0	.0			
.01 FC DINAR	0	0	0	.0			
OTHER	0	0	0	.0			
MUTILATED	0	0	0	.0			

Total Currency Amt Entered: Total US Equiv Entered:



LIMITED DEPOSITORY ACCOUNT (LDA) PROCEDURES



Cash Withdrawal From An LDA (2 of 2)

A yellow arrow points to the toolbar icon for creating new forms.

LDA Cash Withdrawal

*Withdrawal Number: 000002

*LDA
Curr Cd Exchange Rate U.S. Eqv
F1 100

Forms

Information: LDA withdrawal 000002 has been created.

LDA Cash Withdrawal Listin 12/02/2009 13:16:52
10001 ALPHA DETACHMENT
12/02/2009 A

Withdrawal Number: 000002
LDA account withdrawn: AIB 111111111
LDA currency code: F1 Official/Average Exchange rate: 100
US Equivalent amount withdrawn: 10.00
Gain/Loss: .00
User Id: JCK JAMES KELLEY
Vault Code: JK
Vault Currency Code: FC Accommodation/Average Exchange rate: 100
US Equivalent amount deposited: 10.00

Vault	JK	Denominations	Quantity	Value
		10 FC DINAR	100	1,000.00



LIMITED DEPOSITORY ACCOUNT (LDA) PROCEDURES



Advance Funds To Disbursing Agent

SEQUENCE #	1	STATEMENT OF AGENT OFFICER'S ACCOUNT		12/02/2009 16:08:33
DISBURSING OFFICER'S NAME, ADDRESS, DISBURSING STATION SYMBOL NUMBER		AGENT OFFICER'S NAME, GRADE, SSN, UNIT ADDRESS (Include ZIP Code/APO number and Telephone number)		
ANTHONY COLE CAMP LIBERTY IRAQ APO AE 09165		PABLO SANCHEZ 111111119 CAMP ALPHA		
DSSN 8550				
TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT				
TRANSACTIONS a	INCREASE (Received by Agent) b	BEGINNING BALANCE (In Agent's Account) c	DECREASE (Turned in by Agent) d	ENDING BALANCE (In Agent's Account) e
1. BALANCE FORWARD		1,010,256.41		1,010,356.41
2. U.S. DOLLARS				
3. FOREIGN CURRENCY	100.00			
4. MILITARY PAYMENT CERTIFICATE				

- DDO will contact the local bank and have funds transferred from their LDA to the DA's LDA.
 - The DDO will conduct an LDA Cash Withdrawal in DDS. The withdrawal will be from the LDA, and the deposit will be the LDA currency.
 - The DDO will then advance the DA the LDA withdrawal.
 - The DA will accept the advance and then create a deposit ticket to the LD Account.

Input	Negotiable Instruments	Confirmation	Account.
Deposit To <input type="radio"/> US Treasury <input checked="" type="radio"/> LD Account	Currency Code STEP 2 : F1 ▾	*Date of Deposit 12/02/2009 STEP 3	Deposit Ticket *Ticket Number: 100
Bank Exchange Rate: 100 US Equivalent: 100.00	System Exchange Rate: 100 US Equivalent: 100.00	Calculated Differences Exchange Gain or Loss:	
Deposited Items *Currency Code: F1 ▾	STEP 7 <input checked="" type="radio"/> Cash <input type="radio"/> Check <input type="radio"/> SVC <input type="radio"/> US TO	*Cash Amount: 10000.00	STEP 8 
Negotiable Instruments Vlt User NI NI US			



LIMITED DEPOSITORY ACCOUNT (LDA) PROCEDURES



Advance Funds To Disbursing Agent's LDA (2 of 2)

User Id:	JCK	Currency Code:	F1	Exchange Rate:	100	*Vault Code:	JK
Currency Amt Entered for Vault:		10,000.00		US Equiv Entered For Vault:		\$100.00	
Currency Amt to Distribute:		10,000.00		Remaining Currency Amt to Distribute:		.00	

Denominations	Before Qty	After Qty	Count	Amount
25000 FC DINAR	0	0	0	.0
5000 FC DINAR	0	0	0	.0
1000 FC DINAR	0	0	0	.0
10000 FC DINAR	0	0	0	.0
500 FC DINAR	0	0	0	.0
250 FC DINAR	0	0	0	.0
100 FC DINAR	100	100	100	10,000.0
50 FC DINAR	0	0	0	.0
20 FC DINAR	0	0	0	.0

Total Currency Amt Entered: 10,000.00 Total US Equiv

OK Cancel Cls

Input Reportable Instruments Confirm

Deposit To: US Treasury

Currency Code: *Date of Deposit

Depo

12/02/2009 1

Deposit Ticket Number: 4

Account Deposited To: AIB 11111111

Cash Deposit

Cash items deposited in Currency Code: F1

Denominations	Amount
100 FC DINAR	100.00
Total:	10000.00



LIMITED DEPOSITORY ACCOUNT (LDA) PROCEDURES



Post A Payment To An LDA (1 of 3)

Processing Vault Check/EFT Reports System Accounting Screen Window Help

Exchange Transactions (U.S./Foreign Currency) Disbursements Manual

Collections Military Payments

*Curr F1 *Payment *Voucher STEP 1 STEP 2 STEP 3 Pay STEP 9

STEP 4

Payee Person Institution Name CAMEL DEPOT Address DESERTS, FC STEP 5

*Amount: 20,000.00 Total US Equiv: 200.00 Travel Stop Date: Card Number:

STEP 6

STEP 7 Accounting Lines Confirm Make Payment? Yes STEP 10

DPI CD FY APC EOR US Equiva

9	0232	0000	200

Total US 200

105

The screenshot shows a software application window titled "Post A Payment To An LDA (1 of 3)". The menu bar includes "Processing", "Vault", "Check/EFT", "Reports", "System", "Accounting", "Screen", "Window", and "Help". The "Accounting" tab is active. The "Disbursements" sub-tab is selected. The toolbar contains various icons for file operations like New, Open, Save, Print, and Exit. Below the toolbar, there are dropdown menus for "Curr" (set to F1), "Payment" (set to CHECK), and "Voucher" (set to MSC). The main form area is divided into sections: "Payee" (radio buttons for Person or Institution, currently Institution selected), "Name" (text input field containing "CAMEL DEPOT"), "Address" (radio buttons for US or Foreign, currently Foreign selected, with "DESERTS, FC" entered), "Amount" (text input field showing "20,000.00"), "Total US Equiv" (text input field showing "200.00"), "Travel Stop Date" (date input field), and "Card Number" (text input field). A "Confirm" dialog box is displayed in the center, asking "Make Payment?" with "Yes" and "No" buttons, and a green arrow labeled "STEP 10" points to the "Yes" button. On the left side, there is a "DPI" section with columns for CD, FY, APC, EOR, and US Equiva, and a table with rows and columns. At the bottom, there is a footer with some text and a date/time stamp.



LIMITED DEPOSITORY ACCOUNT (LDA) PROCEDURES



Post A Payment To An LDA (2 of 3)

Depository

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

Interface Processing Check/EFT for Cash Check EFT SF 1149 - Statement of LDA Printed by Outside Bank Print Checks Check Register Level 8 Treasury File

Select Reconcile Reprint Listing

*Curr Code: F1 *Exchange Rate: 100 LDA Balance: 9909000.00 Process Print Voucher

STEP 1 F1

Ext Cert	Input Date	Source	Name	Curr Amount	Cert User ID
	11/30/2009	MANDIS	CAMEL DEPOT	20000.00	JCK

STEP 2

A

- Once the payment has been entered, the DDO must wait for confirmation from the bank
- Once confirmation is received from the bank that the transfer has been made, the DDO will select the payment and process the voucher

Select Reconcile Reprint Listing

*Curr Code: F1 *Exchange Rate: 100 LDA Balance: 9889000.00 Process Print Voucher

STEP 3

Ext Cert	Input Date	Source	Name	Curr Amount	Cert User ID
<input checked="" type="checkbox"/>	11/30/2009	MANDIS	CAMEL DEPOT	20000.00	JCK



LIMITED DEPOSITORY ACCOUNT (LDA)

Post A Payment To An LDA (3 of 3)

Listing 1 Checks for External Printin 11/30/2009 16:28:10

AIB

Currency Code F1

Date: 12/02/2009 A

DOV: 701001 Amount: 20000.00

Name: CAMEL DEPOT

Address: DESERTS, FC

STEP 4
STEP 4a

- Stay in contact with the bank; Once the bank issues the check use the check number from the bank to reconcile the payment.

STEP 7

Select STEP 5 Reconcile Reporting Listing

*Curr Code: F1

Check Number	Paid Date	Name	Curr Amount DOV/Purpose	Exchange Rate
NOT ENTERED	02-DEC-2009	CAMEL DEPOT	20000.00 701001	100

STEP 6

- The payment will clear from the reconcile list after the Check number is saved to the record.



LIMITED DEPOSITORY ACCOUNT (LDA) PROCEDURES



Post Interest/ Service Charges To An LDA (1 of 3)

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

Vault Info Agent Info Cash Received from Bank Overdraft/Underdraft Vault-to-Vault Transfer LDA Maintenance Interest Earned / Service Charges LDA Cash Withdrawal SF 1149 - Statement of LDA

De

*Currency Code: Account Number: Institution Name: Outstanding Account Balance: US Equiv:

*Interest Earned *Service Charge

*Applied Date: *Amount:
*Exch Rate: US Equiv:

Accounting Lines



LIMITED DEPOSITORY ACCOUNT (LDA) PROCEDURES



Post Interest/ Service Charges To An LDA (2 of 3)

STEP 1: *Currency Code: F1

STEP 2: *Interest Earned (radio button)

STEP 3: *Exch Rate: 100

STEP 4: *Amount: 3,000.00

STEP 5: Accounting Lines

STEP 6: Back arrow icon

STEP 7: OK button (in a message box: Information: Voucher Number 701002 assigned)

STEP 8: OK button (in a message box: FRM-40404: Database apply complete: 3 records applied.)

DPI	CD	FY	APC	EOR	US Equivalent	Document Reference	IBOP	ODC	Mat Cd	Mat Qty	DISC
	9	0232	0000		30.00		AF	2		N	

21 9 2020 0000 22 0204 13519800000 0000 AF 0232 000000 099999 Total US Equivalent: 30.00



LIMITED DEPOSITORY ACCOUNT (LDA)



Post Interest/ Service Charges To An LDA (3 of 3)

Standard Form 1034
Revised October 1987
Department of the Treasury
1 TFM 4-2000

PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL

U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION
ARMY
ALPHA DETACHMENT
CAMP ALPHA

DATE VOUCHER PREPARED
11/30/2009

CONTRACT NUMBER AND DATE

REQUISITION NUMBER AND D

AIB
AFGHANISTAN
PAYEE'S NAME AND ADDRESS

SHIPPED FROM TO

NUMBER AND DATE OF ORDER DATE OF DELIVERY OR SERVICE ARTICLES OR SERVICES
(Enter description, item number of contract schedule, and other information desired)

12/02/2009 12/02/2009 Service Charge AIB Account Number 1111111111
12/02/2009 F1 3,000.00

VOUCHER NO.

- Service Charges will be processed on an SF 1034.
- Interest will be processed on a DD Form 1131.

DATE INVOICE RECEIVED
12/02/2009

CASH COLLECTION VOUCHER

DISBURSING OFFICE COLLECTION VOUCHER NUMBER
000004

RECEIVING OFFICE COLLECTION VOUCHER NUMBER

ACTIVITY (Name and location)

RECEIVED AND FORWARDED BY (Printed name, title and signature) DATE

ACTIVITY (Name and location) USAFIMCOM DFAS INDIANAPOLIS

DISBURSING OFFICER (Printed name, title and signature)
ANTHONY COLE
DISBURSING OFFICER

DISBURSING STATION SYMBOL NUMBER DATE
8550 07/19/2010 A

PERIOD: From To

DATE RECEIVED	NAME OF REMITTER DESCRIPTION OF REMITTANCE	DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTI	AMOUNT	ACCOUNTING CLASSIFICATION
20100719A	AIB	INTEREST EARNED F1 @100 07/19/2010 123456789	1.00 100.00	97 0 0130 1881 00 0000 01800100000 0000 FO INTEREST 0203 018001



MODULE 11 - ADVANCE AN AGENT





ADVANCE AN AGENT

Couriers Acting on behalf of DA , DDO or DO

- All Couriers will be appointed by the DO in writing to perform duties as a courier of cash, coins and checks
- DD Form 165 ("Shipment of Funds") must be used to transport funds.
 - ✓ Funds must be counted and verified by the courier and DDO prior to all signing the DD 165.
 - ✓ Upon return to their site the courier along with the DA will count the funds and sign the DD 165.
 - ✓ A copy of the DD 165 and DD 1081 signed by the DA will be sent back to the issuing DDO.





ADVANCE AN AGENT

Sample Courier Orders



DEPARTMENT OF THE ARMY
15TH FINANCIAL MANAGEMENT COMPANY
15TH SPECIAL TROOPS BATTALION
15TH SUSTAINMENT BRIGADE
CAMP LIBERTY, IRAQ APO AE 09344

ATTENTION OF

AFXV-CFG-DO

22 December 2009

MEMORANDUM FOR RECORD

SUBJECT: CHECK AND CASH COURIER APPOINTMENT ORDERS

1. RANK LAST, FIRST (### ## ####) is appointed as a Check and Cash Courier to MAJ First M Last, Disbursing Officer, 15th Financial Management Company, DSSN 5579.

2. PURPOSE: To perform duties as Check and Cash Courier for DSSN 5579 from 22 December 2009 until properly terminated.

3. SPECIAL INSTRUCTIONS: Courier is authorized to carry weapons and magazines of ammunition for safeguarding funds. Courier will safeguard treasury check for 15th Financial Management Company, DSSN 5579, and funds entrusted to them. Checks or funds will not be entrusted to others and funds will not be commingled with other funds. Courier will be briefed by the Deputy Disbursing Officer and understands the mission IAW the funding SOP.

FIRST LAST NAME
MAJ, FC
Disbursing Officer

I accept my appointment as check and cash courier to appointing official, and agree to hold myself accountable to the United States. I have been counseled as to my pecuniary liability, have been given and read and understand the standing operating procedures. I have had all my questions relating to this appointment answered satisfactorily.

FIRST LAST NAME
RANK, USA
Check and Cash Courier



ADVANCE AN AGENT

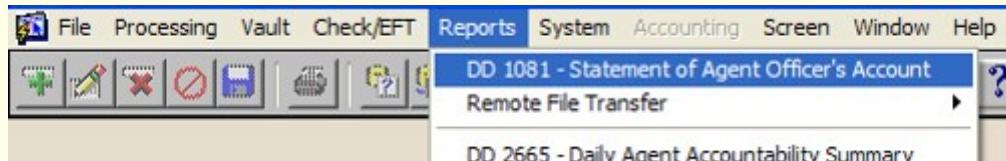
Sample DD Form 165

SHIPMENT OF FUNDS <i>(Items listed are covered by the Government Losses in Shipment Act)</i>				1. DATE SHIPPED (YYYYMMDD)	2. SHIPMENT NUMBER <i>(By Fiscal Year)</i>
3. TO <i>(Include ZIP Code)</i> DDO, 15th FMSU				4. FROM <i>(Include ZIP Code)</i> DA, 24th FMSU	
5. PURPOSE OF SHIPMENT Transfer of Currency to DDO		6. SHIPMENT VIA Courier		7. MAIL RECEIPT <i>(If applicable)</i>	8. GBL NO. <i>(If applicable)</i>
a. TYPE		b. DENOMINATION	c. QUANTITY	d. MONETARY UNIT TOTAL	e. RATE OF EXCHANGE
US Dollars		\$100	1000	\$10,000.00	10,000.00
US Dollars		\$50.00	1000	\$5,000.00	5,000.00
Afghni		500	1000	500.000	51.2356
					9,758.84
g. TOTAL CHECKS/MONEY ORDERS <i>(From back)</i>					
h. TOTAL SHIPMENT					
10. SHIPPER CERTIFICATION. We have counted, verified and sealed this shipment.					
a. DISBURSING OFFICER, DEPUTY OR AGENT (1) PRINTED NAME AND SIGNATURE DA or DDO		(2) DATE SIGNED (YYYYMMDD)		b. WITNESS (1) PRINTED NAME AND SIGNATURE COURIER NAME	(2) DATE SIGNED (YYYYMMDD) 20130305
11. DELIVERY CERTIFICATION. This shipment was received from shipper and delivered to:					
b. DELIVERY DATE (YYYYMMDD) 20130306	c. DELIVERY TIME 1900	d. INDIVIDUAL RECEIVING DELIVERY (1) PRINTED NAME AND SIGNATURE DA OR DDO RECEIVING FUNDS		(2) TITLE DA or DDO	(3) GRADE/RANK 1LT
12. RECIPIENT CERTIFICATION. I RECEIVED \$ IN THIS SHIPMENT. <i>(Not applicable when funds are for deposit. Return signed original to shipper.)</i>		a. RECIPIENT (1) PRINTED NAME AND SIGNATURE DA or DDO receiving Funds		(2) DATE SIGNED (YYYYMMDD) 20130306	b. WITNESS (1) PRINTED NAME AND SIGNATURE COURIER NAME
		(3) TITLE DA or DDO		(4) GRADE/RANK 1LT	(3) TITLE COURIER
(4) GRADE/RANK SPC					



ADVANCE AN AGENT

Advance An Agent (1 of 4)



****Ensure the agent has already been created**

**• Select the agent to be advanced
(Disbursing Agent/ Cashier/
Paying Agent)**

Issuing User Id: JCK		Receiving User Id/Site:			
Issuing User Site: 10001		Name of Receiver:		####00001 CA110001 CA210001 CA310001 CA410001 CA510001 CA610001 FST11111 HOC10001	
Name of Issuer: JAMES C KELLEY		<input type="radio"/> Return <input checked="" type="radio"/> Partial <input type="radio"/> Advance <input type="radio"/> Full		Gen	
				TRANSACTION OF AGENT OFFICER'S ACCOUNT IS AFFECTING AGENT OFFICER'S ACCOUNT	
				a. Transaction b. Increase c. Beg Bal d. Decrease e. Ending Bal	
		(Received by agent)		(In agent's account)	
0	1	Balance Forward:		.00	.00
1	2	U.S. Dollars:		.00	.00
3	4	Foreign Curr(U.S. Equivalent):		.00	.00
4	5	Military Payment Certificates:		.00	.00
2	5	Collections:		.00	.00
3	6	Deposits:		.00	.00
4	7a	NI: Treasury Checks:		.00	.00
	7b	Military Payment Orders:		.00	.00



ADVANCE AN AGENT

Advance An Agent (2 of 4)

<p>Issuing User Id: JCK Receiving User Id/Site: CA110001</p> <p>Issuing User Site: 10001 Name of Receiver: CASHIERONE CASHIERONE</p> <p>Name of Issuer: JAMES C KELLEY</p> <p><input checked="" type="radio"/> Return <input type="radio"/> Partial <input type="radio"/> Full</p> <p><input checked="" type="radio"/> Advance</p> <p>STATEMENT OF AGENT OFFICER'S ACCOUNT TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT</p> <table border="1"><thead><tr><th>a. Transaction</th><th>b. Increase (Received by agent)</th><th>c. Beg Bal (In agent's account)</th><th>d. Decrease (Turned in by agent)</th><th>e. Ending Bal (In agent's account)</th></tr></thead><tbody><tr><td>0</td><td>.00</td><td>1,750.00</td><td>.00</td><td>.00</td></tr><tr><td>1</td><td></td><td></td><td></td><td></td></tr><tr><td>2</td><td>.00</td><td>.00</td><td>.00</td><td>.00</td></tr><tr><td>U.S. Dollars:</td><td></td><td></td><td></td><td></td></tr></tbody></table>	a. Transaction	b. Increase (Received by agent)	c. Beg Bal (In agent's account)	d. Decrease (Turned in by agent)	e. Ending Bal (In agent's account)	0	.00	1,750.00	.00	.00	1					2	.00	.00	.00	.00	U.S. Dollars:					<p>Once the user ID has been selected, their name and advance will automatically populate</p> <p>Select the currency to advance. (block 2 - US/ block 3 - FC)</p> <p>Once selected, another window will appear.</p> <p>Click the small vault to denominate from the DDO's vault.</p>
a. Transaction	b. Increase (Received by agent)	c. Beg Bal (In agent's account)	d. Decrease (Turned in by agent)	e. Ending Bal (In agent's account)																						
0	.00	1,750.00	.00	.00																						
1																										
2	.00	.00	.00	.00																						
U.S. Dollars:																										



ADVANCE AN AGENT

Advance An Agent (3 of 4)

User Id: TS1	Currency Code: US	Exchange Rate: 1	*Vault Code: TS																																																		
Currency Amt Entered for Vault: 250,000.00		US Equiv Entered For Vault: \$250,000.00																																																			
<table border="1"><thead><tr><th>Denominations</th><th>Before Qty</th><th>After Qty</th><th>Count</th><th>Amount</th></tr></thead><tbody><tr><td>100 DOLLAR BILL</td><td>0</td><td>0</td><td>0</td><td>.00</td></tr><tr><td>50 DOLLAR BILL</td><td>0</td><td>0</td><td>0</td><td>.00</td></tr><tr><td>20 DOLLAR BILL</td><td>0</td><td>0</td><td>0</td><td>.00</td></tr><tr><td>10 DOLLAR BILL</td><td>0</td><td>0</td><td>0</td><td>.00</td></tr><tr><td>5 DOLLAR BILL</td><td>0</td><td>0</td><td>0</td><td>.00</td></tr><tr><td>2 DOLLAR BILL</td><td>0</td><td>0</td><td>0</td><td>.00</td></tr><tr><td>1 DOLLAR BILL</td><td>1,000,000</td><td>750,000</td><td>250000</td><td>250,000.00</td></tr><tr><td>1 DOLLAR COIN</td><td>0</td><td>0</td><td>0</td><td>.00</td></tr><tr><td>50 CENTS</td><td>0</td><td>0</td><td>0</td><td>.00</td></tr></tbody></table>				Denominations	Before Qty	After Qty	Count	Amount	100 DOLLAR BILL	0	0	0	.00	50 DOLLAR BILL	0	0	0	.00	20 DOLLAR BILL	0	0	0	.00	10 DOLLAR BILL	0	0	0	.00	5 DOLLAR BILL	0	0	0	.00	2 DOLLAR BILL	0	0	0	.00	1 DOLLAR BILL	1,000,000	750,000	250000	250,000.00	1 DOLLAR COIN	0	0	0	.00	50 CENTS	0	0	0	.00
Denominations	Before Qty	After Qty	Count	Amount																																																	
100 DOLLAR BILL	0	0	0	.00																																																	
50 DOLLAR BILL	0	0	0	.00																																																	
20 DOLLAR BILL	0	0	0	.00																																																	
10 DOLLAR BILL	0	0	0	.00																																																	
5 DOLLAR BILL	0	0	0	.00																																																	
2 DOLLAR BILL	0	0	0	.00																																																	
1 DOLLAR BILL	1,000,000	750,000	250000	250,000.00																																																	
1 DOLLAR COIN	0	0	0	.00																																																	
50 CENTS	0	0	0	.00																																																	
Total Currency Amt Entered:	250,000.00	Total US Equiv Entered:	\$250,000.00																																																		
<table border="1"><tr><td>Hand</td><td>Amount</td><td>Exch Rate</td><td>US Equiv</td></tr><tr><td>0.00</td><td>250,000.00</td><td>1</td><td>250,000.00</td></tr><tr><td colspan="4"><table border="1"><tr><td>U.S. Dollar: 250,000.00</td></tr><tr><td>Foreign Currency (U.S. Equivalent):</td></tr><tr><td>Military Payment Certificates:</td></tr></table></td></tr></table>				Hand	Amount	Exch Rate	US Equiv	0.00	250,000.00	1	250,000.00	<table border="1"><tr><td>U.S. Dollar: 250,000.00</td></tr><tr><td>Foreign Currency (U.S. Equivalent):</td></tr><tr><td>Military Payment Certificates:</td></tr></table>				U.S. Dollar: 250,000.00	Foreign Currency (U.S. Equivalent):	Military Payment Certificates:																																			
Hand	Amount	Exch Rate	US Equiv																																																		
0.00	250,000.00	1	250,000.00																																																		
<table border="1"><tr><td>U.S. Dollar: 250,000.00</td></tr><tr><td>Foreign Currency (U.S. Equivalent):</td></tr><tr><td>Military Payment Certificates:</td></tr></table>				U.S. Dollar: 250,000.00	Foreign Currency (U.S. Equivalent):	Military Payment Certificates:																																															
U.S. Dollar: 250,000.00																																																					
Foreign Currency (U.S. Equivalent):																																																					
Military Payment Certificates:																																																					
<table border="1"><tr><td>Clear</td><td>OK</td><td>Cancel</td></tr></table>				Clear	OK	Cancel																																															
Clear	OK	Cancel																																																			

- Once selected, a window will appear stating the amount pulled from the DDOs vault.
- Select "ok."

- The DDO will denominate the currency advanced.
- Once denomination is complete, select "ok."



ADVANCE AN AGENT

Advance An Agent (4 of 4)

Issuing User Id: JCK Receiving User Id/Site: CA110001

Issuing User Site: 10001 Name of Receiver: CASHIERONE CASHIERONE

Name of Issuer: JAMES C KELLEY

Return Pending Advance Hold

STATEMENT OF AGENT OFFICER'S ACCOUNT
TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

	a. Transaction	b. Increase (Received by agent)	c. Beg Bal (In agent's account)	d. Decrease (Turned in by agent)	e. Ending Bal (In agent's account)
0	1 Balance Forward:	.00	1,750.00	.00	1,750.00
1	2 U.S. Dollars:	250,000.00	.00	.00	.00
3	Foreign Curr(U.S. Equivalent):	.00	.00	.00	.00
4	Military Payment Certificates:	.00	.00	.00	.00
5	Collections:	.00	.00	.00	.00
6	Deposits:	.00	.00	.00	.00
7a	NI: Treasury Checks:	.00	.00	.00	.00
7b	Military Payment Orders:	.00	.00	.00	.00
7c.1	NI: EFT For Cash:	.00	.00	.00	.00
7c.2	NI: Dishonored Checks:	.00	.00	.00	.00
7c.3	Other Negotiable Instruments:	.00	.00	.00	.00
8	Paid Vouchers:	.00	.00	.00	.00
9	Incorrect Vouchers Ret:	.00	.00	.00	.00
10.1	Overdrafts:	.00	.00	.00	.00
10.2	Loss of Funds:	.00	.00	.00	.00
10.3	Transfers In and Out:	.00	.00	.00	.00
10.4	Stored Value Card Load:	.00	.00	.00	.00
11	Stored Value Card Sales:	.00	.00	.00	.00
12	Total Funds:	.00	1,750.00	.00	1,750.00

Total Funds: .00 251,750.00 .00 251,750.00

- Amount advance will now populate the DD Form 1081.
- Click block 12 to recalculate the columns.
- Block 12 will now update with the total amount advanced to the agent.

SEQUENCE #

STATEMENT OF AGENT OFFICE

DISBURSING OFFICER'S NAME, ADDRESS,
DISBURSING STATION SYMBOL NUMBER
ANTHONY COLE
CAMP LIBERTY
IRAQ
APO AE 09165
DSSN 8550

TRANSACTIONS INCREASE BEGINNING

Total Funds: .00 251,750.00 .00 251,750.00



ADVANCE AN AGENT

Create A Remote File Transfer (RFT)

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

DD 1091 . Statement of Agent Officer's Account

Create Data Disk for Transfer Retrieve Data From Disk

* SITE ID: *

Include Office Checks

368TH FMCO
BAGRAM AFB
AFGHANISTAN
APO AE 09354

Create data Disk

OK Cancel

*** Please choose a SITE ID... then press the OK button ***

Transfer to storage

- Once "new" is selected, a window will appear with 2 tabs.
- DDS defaults to the "create data disk for transfer."
- Select the appropriate Site ID that DDS should be transferring with.
- Select "ok" to generate the RFT file.



ADVANCE AN AGENT

Create A Remote File Transfer (RFT) (2 of 3)

Create Data Disk for Transfer Retrieve Data From Disk

*Site Id:
1 368TH FMCO

Include Office Checks

368TH FMCO
BAGRAM AFB
AFGHANISTAN
APO AE 09354

Question
Create File for Transfer to another Site?
Yes

*** Please choose a SITE ID... then press the OK button ***

*** NOTE: regardless of whether a DD1081 was created ***
*** There is information on this file that MUST BE SENT!!!

PROCESS IS COMPLETE. File ready to be copied to diskette.

If this is a large transfer this will take several minutes

Transfer to storage

- Once the RFT has been created, the remarks window will state that the file has been created, and the “transfer to storage” key will become enabled.
- Select the “transfer to storage” key, and place in the folder where the RFT files will be maintained.

This file must be processed even though no DD1081s were attached since the information can be important and necessary to the destination site

PROCESS IS COMPLETE. File ready to be copied to diskette

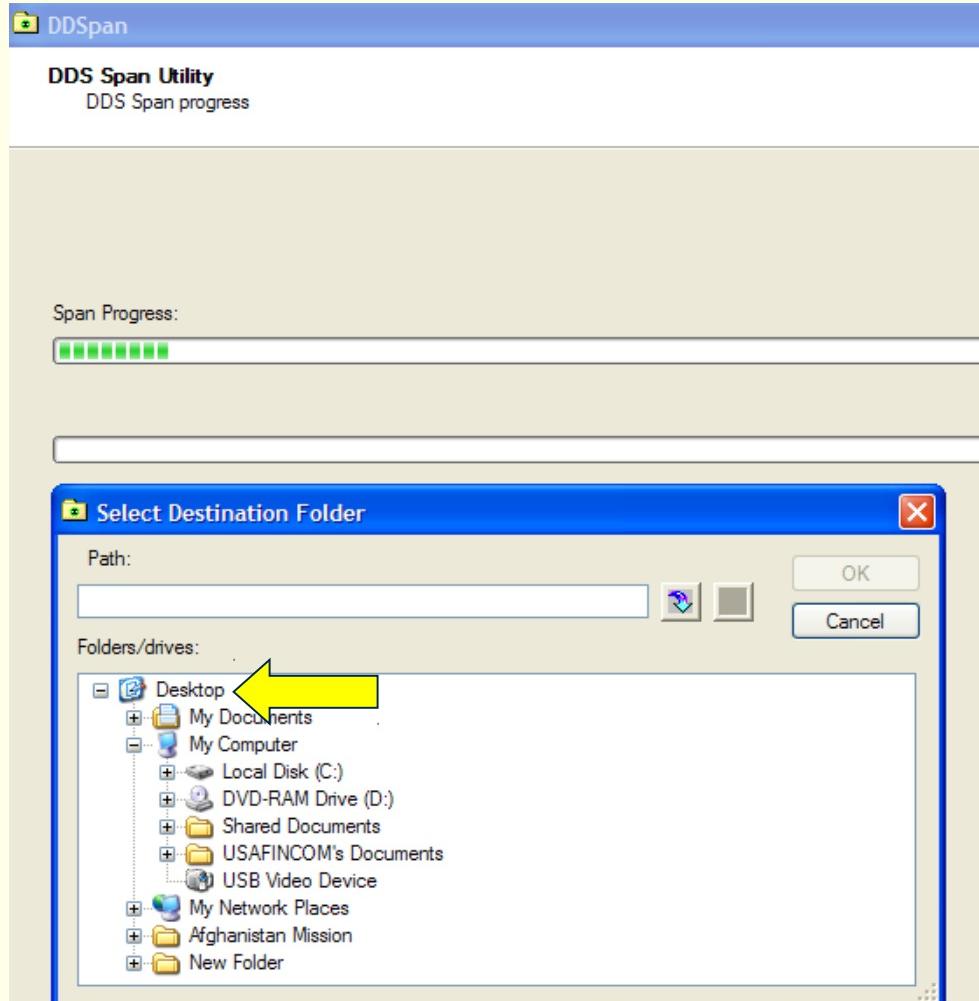
If this is a large transfer this will take several minutes

Transfer to storage

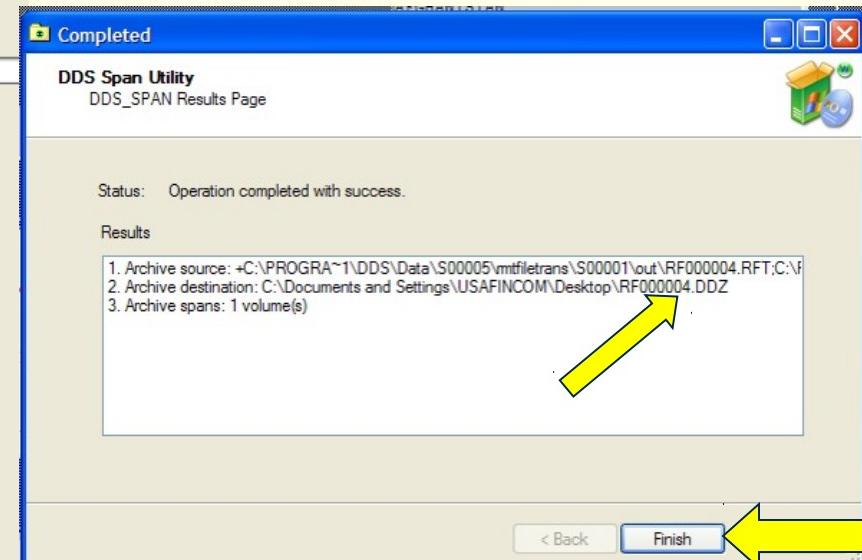


ADVANCE AN AGENT

Create A Remote File Transfer (RFT) (3 of 3)

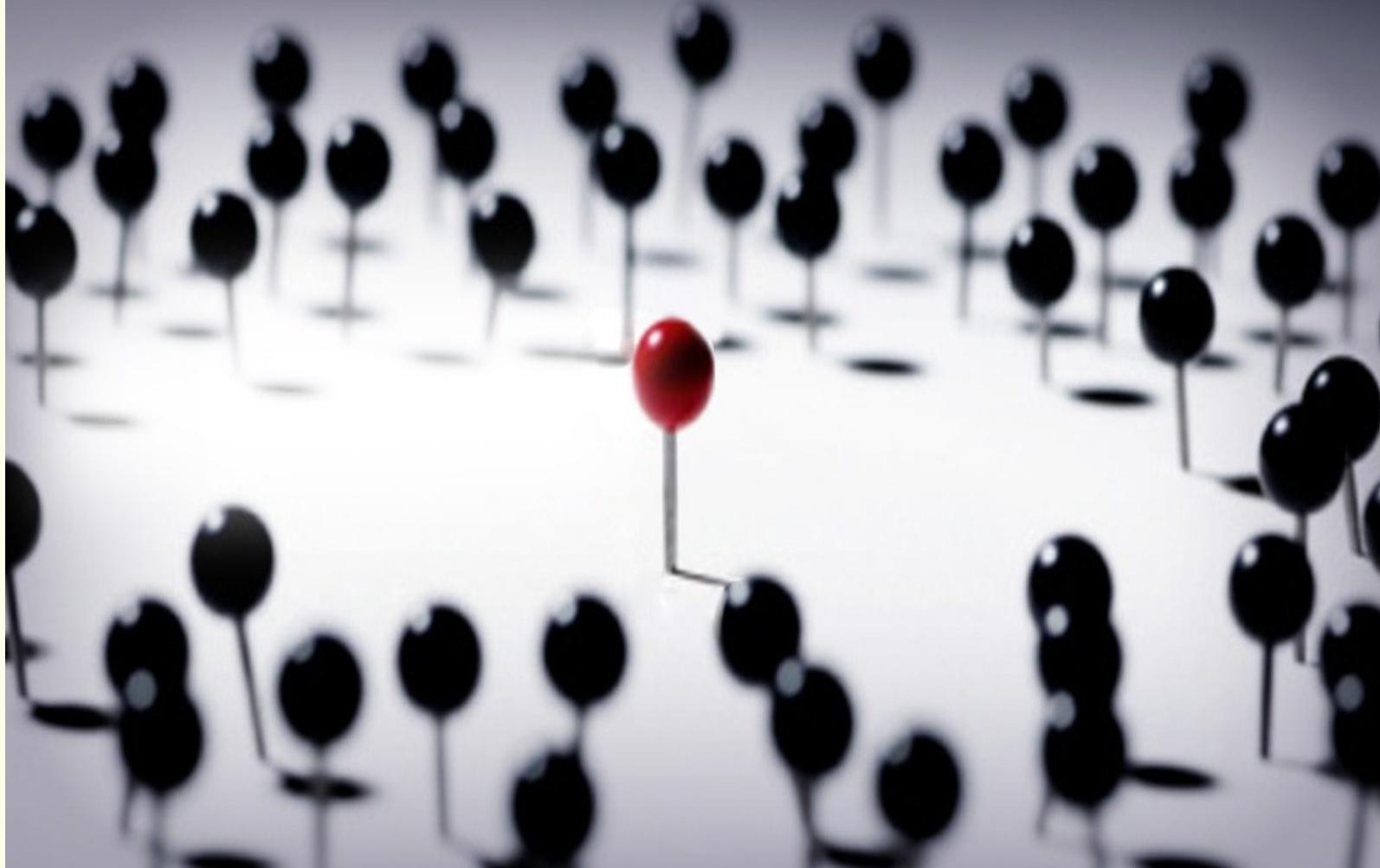


- The RFT file will be transferred in by the receiving DA and confirmed (or rejected) after the funds have been counted and verified.





MODULE 12 - CLEAR A DISBURSING AGENT





CLEAR A DISBURSING AGENT

Example of DA business to DDO (1 of 2)

- All documentation must be verified and reviewed **BEFORE** Remote File Transfer (RFT) is processed in DDS (performed by the clearing cell)
- DD Form 1081 (with RFT # in upper right hand corner)
- DD Form 2665
- OTCnet approved and transmitted check batches
 - ✓ OTCnet Deposit Ticket
 - ✓ DDS Deposit Ticket (with DDS Check Listing)
 - ✓ OTCnet Batch-List
- SVC Sales
 - ✓ DDS Deposit Ticket (with DDS Sales Listing)
 - ✓ “Settlement Report” slip(s) from POS devices(s)
- SCV Loads
 - ✓ DDS Debit Voucher (with DDS Load Listing)
 - ✓ Load Transaction Detail Report(s)



CLEAR A DISBURSING AGENT

Example of DA business to DDO (2 of 2)

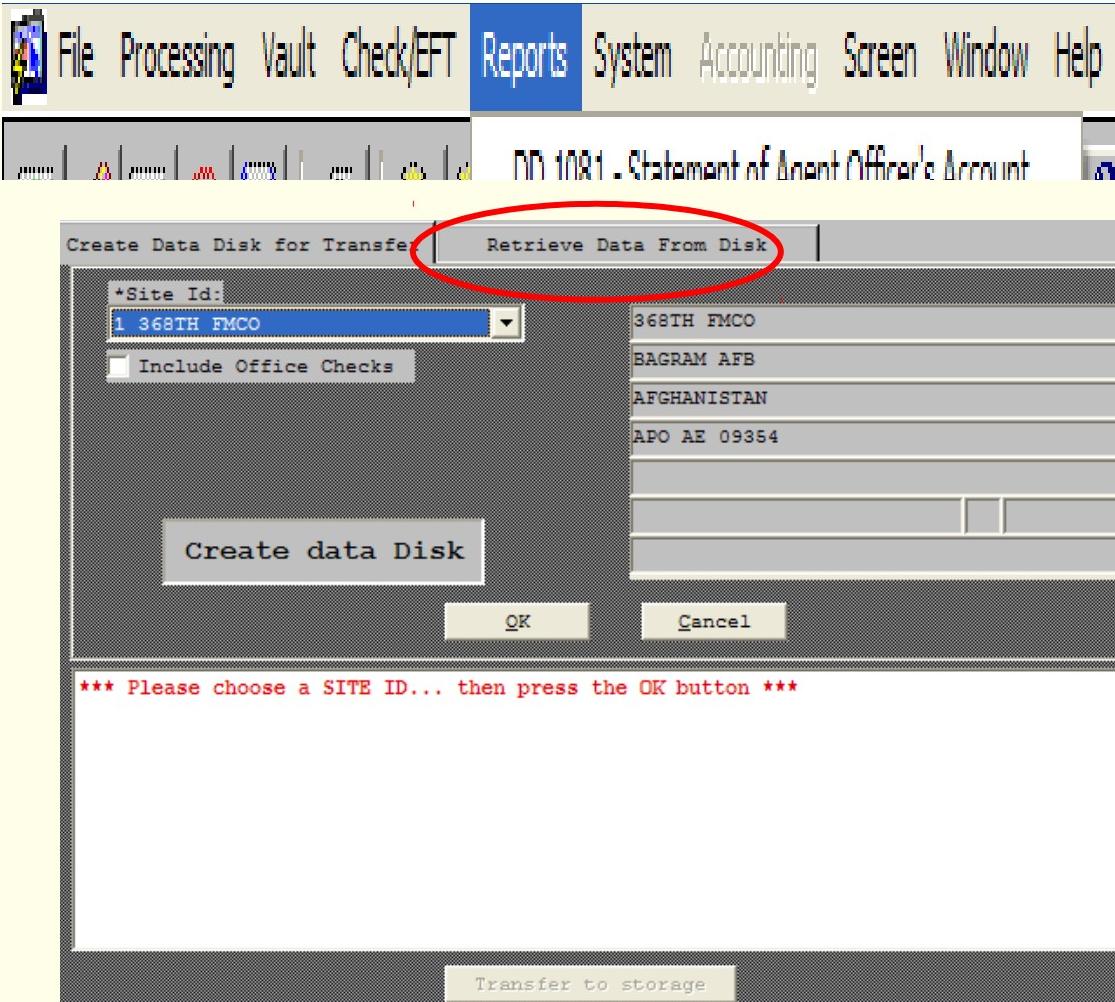
- Cash Collection Vouchers (DD1131) in voucher number sequence
 - ✓ DD1131 for SDP Cash: Must have copy of ID card
 - ✓ DD1131 for SDP SVC: Must have copy of ID card, copy of sales receipt
 - ✓ DD1131 for SDP PC: Must have copy of ID, copy of check
 - ✓ DD1131 for foreign currency gain by exchange
 - ✓ DD1131, misc types: Must be supported by appropriate documentation
- Paid Vouchers in voucher number sequence
 - ✓ Local Pays: DDS DD117, DDS DD1351-6, manual DD1351-6
 - ✓ Paying Agents: Cover SF1034, with supporting SF44s and appropriate clearance memorandums
 - ✓ SF 1034 for foreign currency gain by exchange
- OF 1017-G (if any on hand)



CLEAR A DISBURSING AGENT



Retrieve A Remote File Transfer (RFT)

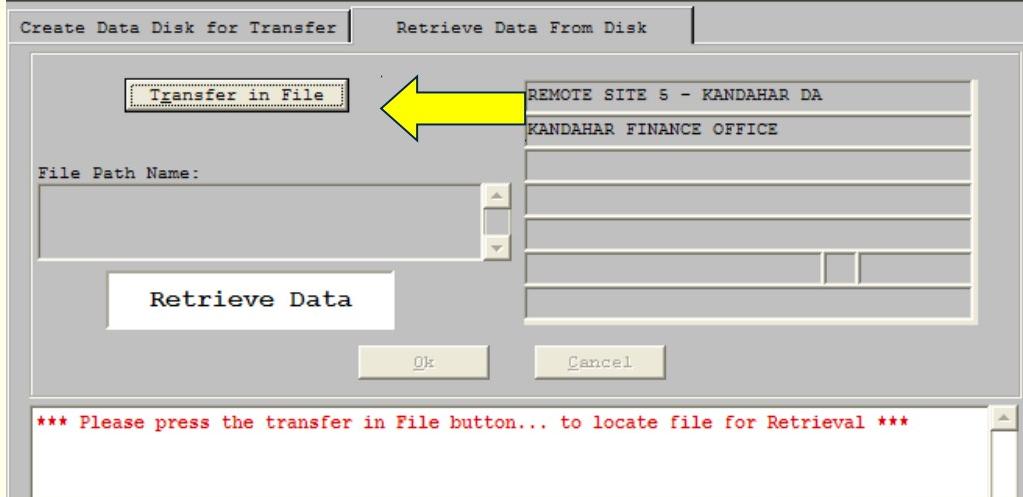


- Once "new" is selected, a window will appear with 2 tabs.
- DDS defaults to the "create data disk for transfer." Select the "Retrieve Data From Disk" tab.

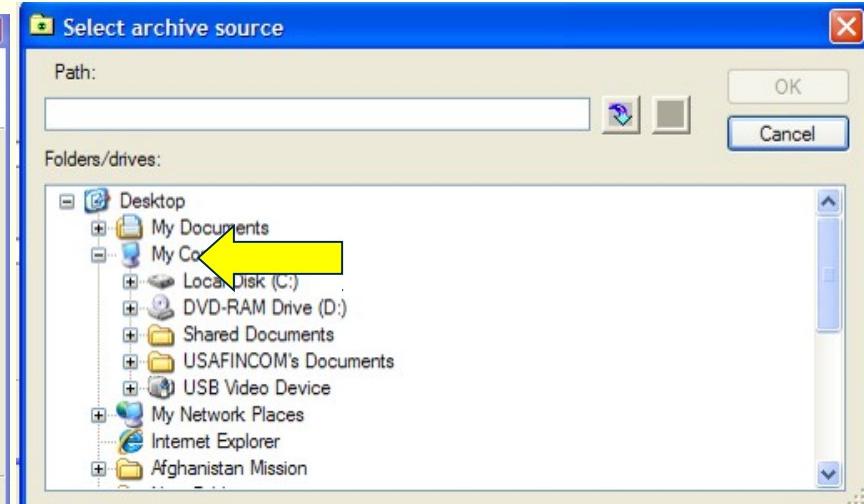
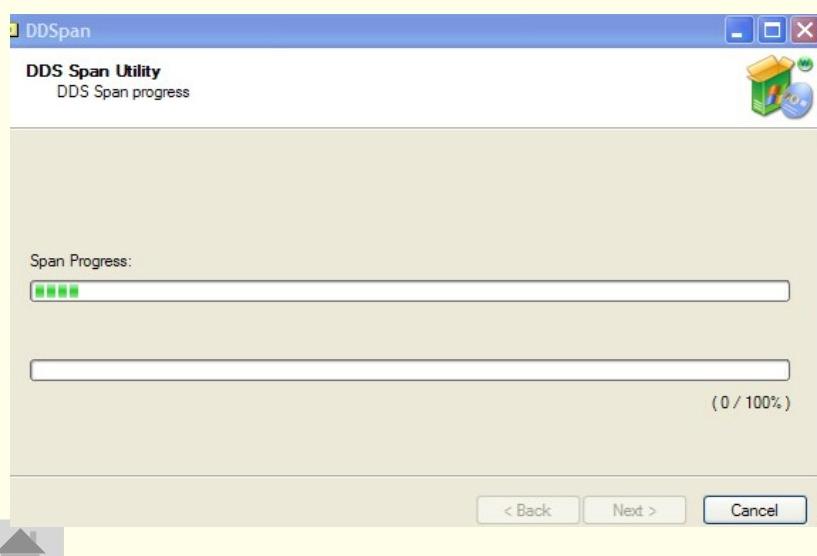


CLEAR A DISBURSING AGENT

Retrieve A Remote File Transfer (RFT) (2 of 3)



- Select the “transfer in file” button.
- A window will appear asking for the location of the file.
- Once the file location has been identified, select “ok,” and the file will be brought into a que and the “OK” button will become available.





CLEAR A DISBURSING AGENT



Retrieve A Remote File Transfer (RFT) (2 of 2)

Completed

DDS Span Utility
DDS_SPAN Results Page

Status: Operation completed with success.

Results

1. Archive source: C:\Documents and Settings\USAFINCOM\Desktop\RF000004.DDZ
2. Archive destination: C:\PROGRA~1\DDS\DATA\S00005\RMTFILETRANS\
3 Extracted Files: archive.rft,RF000004.RFT
4. Archive spans: 1 volume(s)

< Back Finish

Create Data Disk for Transfer Retrieve Data From Disk

Transfer in File

REMOTE SITE 5 - KANDAHAR DA
KANDAHAR FINANCE OFFICE

File Path Name:
C:\PROGRA~1\DDS\DATA\S00005\RMTFILETRANS\
RF000004.RFT

Retrieve Data

Ok Cancel

*** Press OK to upload records to database ***
*** Transfer in of file is complete. ***

A yellow arrow points to the "Finish" button on the DDS Span Utility window. Another yellow arrow points to the "Ok" button on the "Create Data Disk for Transfer" dialog box.



CLEAR A DISBURSING AGENT

Confirm DA 1081 (1 of 3)

Toolbars: (File, Edit, View, Insert, Tools, Help)

Issuing User Id: CA1 Receiving User Id/Site: JCK10001

Issuing User Site: 10001 Name of Receiver: JAMES C KELLEY

Name of Issuer: CASHIERONE CASHIERONE

Return Partial Full

STATEMENT OF AGENT OFFICER'S ACCOUNT
TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

	a. Transaction	b. Increase (Received by agent)	c. Beg Bal (In agent's account)	d. Decrease (Turned in by agent)	e. Ending Bal (In agent's account)
0	Balance Forward:		1,500.00		1,510.00
1	U.S. Dollars:			1,500.00	
3	Foreign Curr(U.S. Equivalent):			10.00	
4	Military Payment Certificates:				
5	Collections:				
6	Deposits:				
7a	NI: Treasury Checks:				
7b	Military Payment Orders:				

Forms X

Information: Incoming DD 1081 must be processed

Business Day: 12/02/2009 A Sequence Number: 3



CLEAR A DISBURSING AGENT

Confirm DA 1081 (2 of 3)

User Id:	MTK	Currency Code:	US	Exchange Rate:		1
Denominations	Denom	Value	Count	Amount		
100 DOLLAR BILL		100	50	5,000.00	▲	
50 DOLLAR BILL		50	80	4,000.00	▼	
20 DOLLAR BILL		20	45	900.00	▼	
10 DOLLAR BILL		10	2	20.00	▼	
5 DOLLAR BILL		5	1	5.00	▼	
2 DOLLAR BILL		2			▼	
1 DOLLAR BILL		1			▼	
1 DOLLAR COIN		1			▼	
50 CENTS		.5			▼	
25 CENTS		.25			▼	
10 CENTS		.1			▼	
5 CENTS		.05			▼	



Total Currency Amt: Total US Equiv:



CLEAR A DISBURSING AGENT



Confirm DA 1081 (3 of 3)

File Edit View Insert Options Tools Help Page: 1 / ?

SEQUENCE # 3 STATEMENT OF AGENT OFFICER'S ACCOUNT		09/12/2012 14:30:28		
DISBURSING OFFICER'S NAME, ADDRESS, DISBURSING STATION SYMBOL NUMBER OMAR S TYSON 8899 EAST 56TH STREET INDIANAPOLIS, IN 46249-3000 DSSN 8850		AGENT OFFICER'S NAME, GRADE, SSN, UNIT ADDRESS (Include ZIP Code/APO number and Telephone number) FOB SHINDAD DISBURSINGAGENT *****8167 FOB SHINDAD		
TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT				
TRANSACTIONS a	INCREASE (Received by Agent) b	BEGINNING BALANCE (In Agent's Account) c	DECREASE (Turned in by Agent) d	ENDING BALANCE (In Agent's Account) e
I. BALANCE FORWARD		94,444.44		106,989.44
2. U.S. DOLLARS				
3. FOREIGN CURRENCY				
4. MILITARY PAYMENT CERTIFICATE				
5. COLLECTIONS	11,800.00			
6. DEPOSITS			5,965.00	
7. NEGOTIABLE INSTRUMENTS				
8. TREASURY CHECKS				
9. MILITARY PAYMENT ORDERS				
C. OTHER (Specify) (EFT for Chk, dishnd Chk)				
10. PAID VOUCHERS			395.00	
11. INCORRECT VOUCHERS RETURNED				
12. THE ISSUE OVERDRFT, LOF, TFRS, SVC LOAD	745.00			
13. STORED VALUE CARD SALES				
14. TOTAL FUNDS IN HANDS OF AGENT OFFICER	106,989.44			100,629.44
STATEMENTS				
DISBURSING OFFICER		AGENT OFFICER		
<input type="checkbox"/>	ON ADVANCE: I HAVE ENTRUSTED FUNDS AND/OR OTHER ITEMS AS INDICATED IN THIS STATEMENT TO THE ABOVE NAMED AS AGENT OFFICER.	<input type="checkbox"/>	ON ADVANCE: I, AS AGENT OFFICER, HAVE RECEIVED FUNDS AND/OR OTHER ITEMS AS INDICATED ABOVE. I HAVE ASSUMED PECUNIARY RESPONSIBILITY THEREFORE. I WILL NOTIFY THE DISBURSING OFFICER	



MODULE 13 - CLOSE BUSINESS DAY

(WITH ACCOUNTING CLERK)

CLOSING

**EVERYTHING
MUST GO!**



CLOSE BUSINESS DAY (WITH ACCOUNTING CLERK)



Finalize End of Day DD Form 2657 (1 of 10)

Last Business Day of Accounting Period Refresh Generate Vouchers Finalize

Last DD2657 for Incumbent DO

DAILY STATEMENT OF ACCOUNTABILITY

SECTION I - TRANSACTIONS AFFECTING ACCOUNTABILITY

a. LINE NO. b. DESCRIPTION

1.0 ACCOUNTABILITY - Beginning of Day

2.1A CHECKS ISSUED IN PAYMENT OF VOUCHERS

Rounding Error

Rounding discrepancy found for < .01 >
This amount has been added to line 4.3

OK

Rounding Error

Rounding discrepancy found for < .01 >
Post now?

Yes

- A “Rounding Error” window will appear under two different circumstances:
 - To let the user know that a rounding error occurred and has been posted to the DD Form 2657.
 - To let the user know that a rounding error exists, and give the user the option of posting now.
- A rounding discrepancy will be accounted for on either DD Form 1131 (up) or SF 1034 (down).
- If the user wants to process the rounding error or the FC gain/loss, the user would select the “generate vouchers” button.



CLOSE BUSINESS DAY (WITH ACCOUNTING CLERK)



Generate Exchange Gain/Loss Vouchers (2 of 10)

- If the user wants to process the FC gain/loss, the user would select the “generate vouchers” button.



CLOSE BUSINESS DAY (WITH ACCOUNTING CLERK)



Finalize End of Day DD Form 2657 (3 of 10)

DAILY STATEMENT OF ACCOUNTABILITY

SECTION I - TRANSACTIONS AFFECTING ACCOUNTABILITY

a. LINE NO. b. DESCRIPTION

- 1.0 ACCOUNTABILITY - Beginning of Day
- 2.1A CHECKS ISSUED IN PAYMENT OF VOUCHERS
- 2.1B CHECKS ISSUED - ALL OTHERS
- 2.3 OTHER TRANSACTIONS (do not report on SF 1219)
- 2.37 TRANSFERS FROM OTHER DOs
- 2.8 IPAC PAYMENTS AND COLLECTIONS

1. DSSN

5588

2. DATE

03/05/2006 A

c. TODAY

19,832,644.91

d. MONTH-TO-DATE

23,175,539.61

16,457.22

163,282.24

6,819.70

19,657.68

.92

- **Block 1 - DSSN**
- **Block 2 - Date**
- **Line 1.0c - Beginning Accountability.**
- **Line 1.0d - Month-To-Date Accountability.**
- **Line 2.1Ac - Treasury Check (TC) payments.**
- **Line 2.1Bc - TCs issued - All Others.**
 - **\$ amount from Lines 2.1Ac and 2.1Bc must equal total on TC Register for the day.**
- **Line 2.37c - Transfers from other DOs. (Funding mission/\$ turn-in) Must receive a copy of the other DO/DDOs DD Form 2657 for verification.**
- **Line 2.9c - Total Accountability Increases for the day/month.**



CLOSE BUSINESS DAY (WITH ACCOUNTING CLERK)



Finalize End of Day DD Form 2657 (4 of 10)

4.1A	GROSS DISBURSEMENTS	18,457.22	3,599,350.59
4.1B	LESS - REFUNDS	18,720.80	20,854.14
4.1C	NET DISBURSEMENTS	-263.58	3,578,496.45
4.1D	LESS - RECEIPTS	27,020.59	38,277.92
4.1E	LESS - REIMBURSEMENTS	71,418.86	71,418.86
4.1F	NET EXPENDITURES	-98,703.03	3,468,799.67

- Line 4.1Ac - The total of all US\$ payments.
- Line 4.1Bc - The total of all US\$ CCV refunds.
- Line 4.1Cc - Total Net Disbursements. Line 4.1Ac minus Line 4.1Bc.
- Line 4.1Dc - The total of all US\$ CCV receipts.
- Line 4.1Ec - The total of all US\$ CCV reimbursements.
- Line 4.1Fc - Total Net Expenditures. Line 4.1Cc plus 4.1Dc plus 4.1Ec.
(Line 4.1D and 4.1E are negative amounts in accountability.)



CLOSE BUSINESS DAY (WITH ACCOUNTING CLERK)



Finalize End of Day DD Form 2657 (5 of 10)

4.2A	DEPOSITS PRESENTED OR MAILED TO BANK	117,160.25	255,838.67
4.2B	EFT DEBIT VOUCHERS	-10,024.15	-213,647.57
4.3	OTHER TRANSACTIONS (do not report on SF 1219)		
4.37	TRANSFERS TO OTHER DOs		
4.9	TOTAL ACCOUNTABILITY DECREASES	18,457.22	3,521,014.92
5.0	ACCOUNTABILITY - END OF DAY	19,837,464.61	19,837,464.61

- Line 4.2Ac - The total of all SF 215s minus all SF 5515s for returned checks (NSF).
- Line 4.2Bc - The total of all US\$ EagleCash Loads and EFT payments. (Amount should appear as a negative amount.)
- Line 4.3c - Should be blank.
- Line 4.37c - Transfers to other DOs. (Funding mission/\$ turn-in) Must receive a copy of the other DO/DDOs DD Form 2657 for verification.
- Line 4.9c - The total decrease in accountability.
- Line 5.0c - End of Day Accountability.



CLOSE BUSINESS DAY (WITH ACCOUNTING CLERK)



Finalize End of Day DD Form 2657 (6 of 10)

LINE NO.	b. DESCRIPTION	c.DAILY INCREASE	d.DAILY DECREASE	e.MONTH-TO-DATE
6.1	DESIGNATED DEPOSITORY	2,666.67	400.01	16,980,002.83
6.2A	U.S. CURRENCY/COINAGE ON HAND		2,666.67	1,732,746.24
6.2B	FOREIGN CURRENCY/COINAGE ON HAND			967,524.27
6.3A	UNDEPOSITED COLLECTIONS - GENERAL			
6.3B	OTHER UNDEPOSITED INSTRUMENTS ON HAND	117,160.25	117,160.25	149,419.56

- Line 6.1c - Total of all increases to the LDA (Deposits, Interest, and rounding gains).
- Line 6.1d - Total of all decreases to the LDA (Checks written, service charges, and rounding losses).
- Line 6.2Ac - Total of all US currency on hand.
- Line 6.2Bc - Total of all FC currency on hand.
 - Lines 6.2Ae and 6.2Be should be the total amount of cash on hand (should match the vault ledger).
- Line 6.3Ac - Should be blank.
- Line 6.3Bc - Any un-deposited negotiable instruments (DA returned checks without Deposit Ticket).
- Line 6.3Bd - Checks that have been cleared with a deposit ticket.
- Line 6.4c - Should be blank.



CLOSE BUSINESS DAY (WITH ACCOUNTING CLERK)



Finalize End of Day DD Form 2657 (7 of 10)

- 7.1 DEFERRED VOUCHERS
- 7.2A ACCOUNTS RECEIVABLE - CHECK OVERDRAFTS
- 7.2B ACCOUNTS RECEIVABLE - OTHER
- 7.3 LOSS OF FUNDS
- 7.4 DISHONORED CHECKS RECEIVABLE
- 8.0 TOTAL INCUMBENT DO ACCOUNTABILITY

		500.00
	123,979.95	117,560.26
		19,837,064.60

- Line 7.1c - Total of all increases in deferred vouchers to the DAs.
- Line 7.2Ac - Should be blank. If there are any journal vouchers documenting an overdraft, that total will display here.
- Line 7.2Bc - Should be blank.
- Line 7.3c - Total of all losses of funds.
- Line 7.3e - Total of all losses of funds month to date.
- Line 7.4c - Total of all increases in NSF checks.
- Line 7.4e - Total of all NSFs month to date.
- Line 8.0 - This is the current DO's total accountability. If there are no unresolved accounts receivable from a previous DO then this amount is also the total accountability for the DSSN.





CLOSE BUSINESS DAY (WITH ACCOUNTING CLERK)



Finalize End of Day DD Form 2657 (8 of 10)

LINE NO.	b. DESCRIPTION	c. DAILY INCREASE	d. DAILY DECREASE	e. MONTH-TO-DATE
9.2A	ACCOUNTS RECEIVABLE - CHECK OVERDRAFTS			
9.2B	ACCOUNTS RECEIVABLE - OTHER			
9.3	LOSS OF FUNDS			
9.4	OTHER			
10.0	TOTAL PREDECESSOR DO's ACCOUNTABILITY			

SECTION IV - DISTRIBUTION OF ACCOUNTABILITY - COMBINED

LINE NO.	b. DESCRIPTION	c. DAILY INCREASE	d. DAILY DECREASE	e. MONTH-TO-DATE
11.0	TOTAL DSSN ACCOUNTABILITY	123,979.95	117,560.26	19,837,064.60

- Line 9.2A - Unresolved discrepancies of Treasury Check differences reported to the DSSN by the Treasury on FMS form 5206. Rarely required.
- Line 9.2B - Tracks Accounts Receivables from predecessor DOs. Line will be effected by gaining/redeeming returned NIIs or other Accounts Receivable items for predecessor DOs.
- Line 9.3 - Tracks LOF cases from predecessor DOs.
- Line 9.4 - Should be blank
- Line 10.0 - Total Predecessor accountability.
- Line 11.0 - The current DO's accountability (Line 8.0) is added to the predecessor DO's accountability (Line 10.0) and totaled in Line 11.0.





CLOSE BUSINESS DAY (WITH ACCOUNTING CLERK)



Finalize End of Day DD Form 2657 (9 of 10)

Step 1

Last Business Day of Accounting Period Refresh Generate Vouchers Finalize

DAILY STATEMENT OF ACCOUNTABILITY

SECTION I - TRANSACTIONS AFFECTING ACCOUNTABILITY

a. LINE NO.	b. DESCRIPTION
1.0	ACCOUNTABILITY - Beginning of Day
2.1A	CHECKS ISSUED IN PAYMENT OF VOUCHERS
2.1B	CHECKS ISSUED - ALL OTHERS
2.3	OTHER TRANSACTIONS (do not report on SF 1219)
2.37	TRANSFERS FROM OTHER DOs
2.8	IPAC PAYMENTS AND COLLECTIONS
2.9	TOTAL ACCOUNTABILITY INCREASES
3.0	GROSS ACCOUNTABILITY
4.1A	GROSS DISBURSEMENTS
4.1B	LESS - REFUNDS
4.1C	NET DISBURSEMENTS
4.1D	LESS - RECEIPTS
4.1E	LESS - REIMBURSEMENTS

1. DSSN 2. DATE

c. TODAY	d. M
13,383,835.61	1
84,625.00	
2,000,000.00	
2,084,625.00	
15,468,460.61	1
203,420.00	
178,607.00	
24,813.00	
11,800.00	
11,800.00	

Step 2

STANFINS data is available for processing for ODS

ODS interface STANFINS sites must create STANFINS and EDA files each business day, STANFINS Data is available but user does not have processing privileges.

OK



CLOSE BUSINESS DAY (WITH ACCOUNTING CLERK)



Final DD2657 (10 of 10)

File Edit View Insert Tools Help Page: 1

DAILY STATEMENT OF ACCOUNTABILITY			1. DSSN 8850	2. DATE 05/08/2012 A
SECTION I - TRANSACTIONS AFFECTING ACCOUNTABILITY				
a. LINE	b. DESCRIPTION	c. TODAY	d.	e.
1.0	ACCOUNTABILITY - Beginning of Day	78,319,111.11		
2.1A	I CHECKS ISSUED IN PAYMENT OF VOUCHERS			
2.1B	N CHECKS ISSUED - ALL OTHERS			
2.3	C OTHER TRANSACTION (Do not report on SF 1219)			
2.34	R DISCREPANCIES IN DO ACCOUNT-CREDITS(Do not use this line)			
2.36	E PAYMENTS BY ANOTHER DO (Do not use this line)			
2.37	A TRANSFERS FROM OTHER DOs			
2.8	S IPAC PAYMENTS AND COLLECTIONS			
2.9	E TOTAL ACCOUNTABILITY INCREASES	11,267.63		
S				
3.0	GROSS ACCOUNTABILITY	78,319,111.11	69,330,378.74	
4.1A	Gross Disbursements	555,140.36	590,462.95	
4.1B	Less - Refunds			
4.1C	Net Disbursements	555,140.36	590,462.95	
4.1D	Less - Receipts		.10	
4.1E	Less - Reimbursements			
4.1F	D NET EXPENDITURES	555,140.36	590,462.85	
4.2A	E DEPOSITS PRESENTED OR MAILED TO BANK			
4.2B	C EFT DEBIT VOUCHERS	-83.59	-9,024,138.45	
4.3	R OTHER TRANSACTIONS (Do not report on SF 1219)			
4.34	E DISCREPANCIES IN DO ACCOUNT-DEBITS (Do not use this line)			
4.36	A PAYMENTS FOR OTHER DOs (Do not use this line)			
4.37	S TRANSFERS TO OTHER DOs			
4.9	E TOTAL ACCOUNTABILITY DECREASES	555,056.77	-8,433,675.60	
S				
5.0	ACCOUNTABILITY - End of Day	77,764,054.34	77,764,054.34	

- Print and save the DD2657 per local SOP
- Business will be closed

SECTION II - DISTRIBUTION OF ACCOUNTABILITY - INCUMBENT DO

a. LINE	b. DESCRIPTION	c. DAILY INCREASE	d. DAILY DECREASE	e. MONTH-TO-DATE
6.1	DESIGNATED DEPOSITORY			9,000,000.00
6.2A	U.S. CURRENCY/COINAGE ON HAND			60,000,000.00
6.2B	FOREIGN CURRENCY/COINAGE ON HAND	555,056.77		8,764,054.34
6.3A	UNDEPOSITED COLLECTIONS - GENERAL			
6.3B	OTHER UNDEPOSITED INSTRUMENTS ON HAND			



CLOSE BUSINESS DAY (WITH ACCOUNTING CLERK)



The STANFINS File (1 of 2)

The Accounting Clerk must verify all lines of accounting on the file against the actual documents

This is when the Accounting Clerk will edit any pen and ink changes made to the documents

*Trans	TFO	DPI	Travel									
Line	WCD	*FY	APC	APC	FSN	Cd	EOR	IBOP	Doc	Ref Num	*Amount	Stop
1	W8850	0	0232		099999	7K	1199	US	TGRGRG		10,625.00	
2	W8850	0	0232		099999	7K	11B7	US	FFG		64,000.00	
3	W8850	0	0232		099999	7K	1199	US	FDF		13,456.00	
4	W8850	0	0232		099999	7K	1199	US			21,618.00	
5	W8850	0	0232		099999	7K	11B7	FO			6,762.00	
6	W8850	0	0232		099999	7K	1199	FO	HBHB		8,890.00	
7	W8850	0	0232		099999	7K	1199	FO	FFF		64,874.00	
8	W8850	2	217M		009076	7K	26EB	US	WGE45621360909		10,000.00	
9	W8850	2	P222		012120	7K	4140	US	CASUALPAY85500		220.00	
10	W8850	2	P217		012120	7K	4140	US	CASUALPAY85500		25.00	
11	W8850	2	W023		067443	7K		US	CASUALPAY85500		100.00	
12	W8850	0	0232		099999	7K	1198	FO	DD		2,800.00	

*Block Ticket Number: A07 STANFINS Total Amount: 170,013.00
*Transmittal Number: K1 SFIS Total Amount:

Site 00001 has a Parent FSN set to S09076

Create STANFINS

Warning

Generate STANFINS File Now?

Step 1

Step 2

The STAFINS, EDA and ODS files are created after the DDO finalizes the DD2657



CLOSE BUSINESS DAY (WITH ACCOUNTING CLERK)



STANFINS File (2 of 2)

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

*Filename: C:\DOCUMENTS AND SETTINGS\MARK_NORMAN\Desktop

Step 1

Step 2

Step 3

Select A Directory

Select a Stanfins Interface directory to download

- Desktop
 - My Documents
 - My Computer
 - Local Disk (C:)
 - Sep 12 2012 (D:)
 - My Network Places
 - DFAS VPN Connections
 - 82 and 230
 - 82nd
 - ApproveIt 6.5
 - DA 6
 - DA 8
 - DA 12

Information

Stanfins file has been written to C:\Documents and Settings\mark_norman\Desktop. All records have been downloaded, download complete.

OK Cancel

OK Step 3



CLOSE BUSINESS DAY (WITH ACCOUNTING CLERK)



Creating EDA files (1 of 2)

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

Download Recreate

Step 1 Download

*Filename: C:\DOCUMENTS AND SETTINGS\MARK_NORMAN\Desktop

Step 2

Select A Directory

Select a EDA/MyPay directory to download

Step 3

Step 4

- Multiple files will be generated during this process.
- Save files per local SOP to be uploaded to EDA FTP site



CLOSE BUSINESS DAY (WITH ACCOUNTING CLERK)



Creating EDA files (2 of 2)

*Filename: C:\DOCUMENTS AND SETTINGS\MARK_NORMAN\DESKTOP

• After the EDA file is created the screen to create ODS file will pop up

OK Cancel

Forms

The EDA/MyPay interface is a long running process.
Continue?

Yes



CLOSE BUSINESS DAY (WITH ACCOUNTING CLERK)



Create ODS file (1 of 2)

*Filename: C:\DOCUMENTS AND SETTINGS\MARK_NORMAN\Desktop

• Save file per local SOP

OK Cancel

Forms

! ODS Processing Required. Save to same directory?

Yes



CLOSE BUSINESS DAY (WITH ACCOUNTING CLERK)



Create ODS file (2 of 2)

• Close window after file is saved.
• Will default to STANFINS screen close window

*Filename: C:\DOCUMENTS AND SETTINGS\MARK_NORMAN\Desktop

OK Cancel

Forms

Information: ODS Download Complete.

OK

PROGRESS

Percent Complete
90 %

The screenshot shows a Windows-style application window titled 'Create ODS file (2 of 2)'. At the top is a toolbar with various icons. Below it is a save dialog box with the filename 'C:\DOCUMENTS AND SETTINGS\MARK_NORMAN\Desktop'. In the center is a message box titled 'Forms' with the text 'Information: ODS Download Complete.' and an 'OK' button. To the right is a 'PROGRESS' window showing a red bar at 90% completion. A yellow arrow points to the 'OK' button in the 'Forms' message box.



CLOSE BUSINESS DAY (WITH ACCOUNTING CLERK)





MODULE 14 - CLOSE BUSINESS DAY

(W/O ACCOUNTING CLERK)





CLOSE BUSINESS DAY (W/O ACCOUNTING CLERK)



Finalize End of Day DD Form 2657

<input type="checkbox"/> Last Business Day of Accounting Period	<input type="checkbox"/> Last DD2657 for Incumbent DO	<input type="button" value="Refresh"/>	<input type="button" value="Generate Vouchers"/>	<input type="button" value="Finalize"/>
---	---	--	--	---

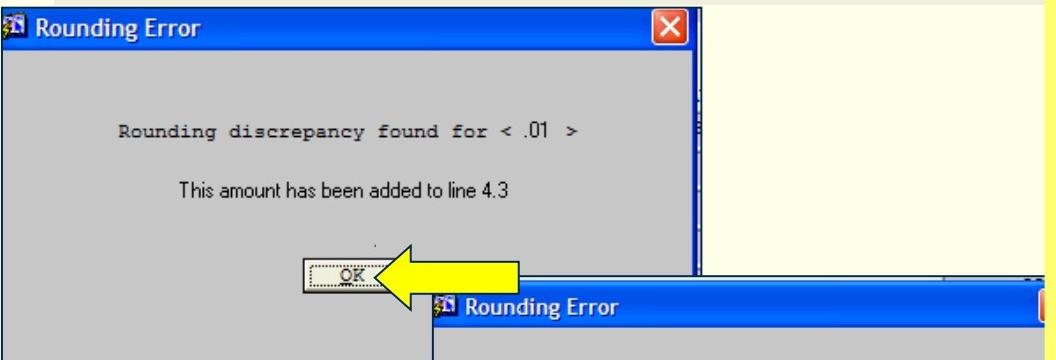
DAILY STATEMENT OF ACCOUNTABILITY

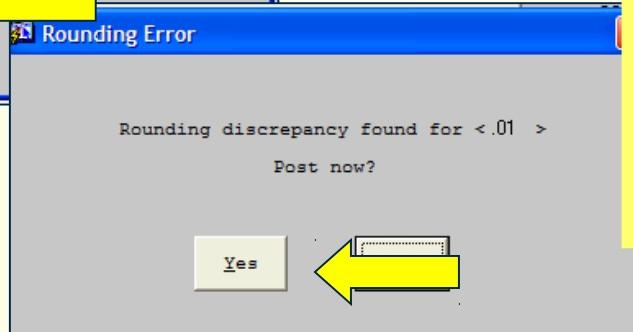
SECTION I - TRANSACTIONS AFFECTING ACCOUNTABILITY

a. LINE NO. b. DESCRIPTION

1.0 ACCOUNTABILITY - Beginning of Day

2.1A CHECKS ISSUED IN PAYMENT OF VOUCHERS





- A “Rounding Error” window will appear under two different circumstances:
 - To let the user know that a rounding error occurred and has been posted to the DD Form 2657.
 - To let the user know that a rounding error exists, and give the user the option of posting now.
- A rounding discrepancy will be accounted for on either DD Form 1131 (up) or SF 1034 (down).
- If the user wants to process the rounding error or the FC gain/loss, the user would select the “generate vouchers” button.



CLOSE BUSINESS DAY (W/O ACCOUNTING CLERK)



Generate Exchange Gain/Loss Vouchers



CLOSE BUSINESS DAY (W/O ACCOUNTING CLERK)



Finalize End of Day DD Form 2657

Step 1

Last Business Day of Accounting Period
Last DD2657 for Incumbent DO Refresh Generate Vouchers Finalize

DAILY STATEMENT OF ACCOUNTABILITY

1. DSSN	2. DATE
8850	08/10/2012 B

SECTION I - TRANSACTIONS AFFECTING ACCOUNTABILITY

a. LINE NO.	b. DESCRIPTION	c. TODAY	d. MONTH-TO-DATE
1.0	ACCOUNTABILITY - Beginning of Day	13,383,835.61	13,383,835.61
2.1A	CHECKS ISSUED IN PAYMENT OF VOUCHERS	74,625.00	74,625.00
2.1B	CHECKS ISSUED - ALL OTHERS		
2.3	OTHER TRANSACTIONS (do not report on SF 1219)		
2.37	TRANSFERS FROM OTHER DOs		
2.8	IPAC PAYMENTS AND COLLECTIONS		
2.9	TOTAL ACCOUNTABILITY INCREASES	74,625.00	
3.0	GROSS ACCOUNTABILITY	13,458,460.61	
4.1A	GROSS DISBURSEMENTS	193,025.00	193,025.00
4.1B	LESS - REFUNDS	169,607.00	169,607.00
4.1C	NET DISBURSEMENTS	23,418.00	23,418.00
4.1D	LESS - RECEIPTS		
4.1E	LESS - REIMBURSEMENTS		

• ODS, EDA and STANFINS files will be created during the finalize process.

STANFINS data is available for processing for ODS

ODS interface STANFINS sites must create STANFINS and EDA files each business day, process will continue to STANFINS.

OK Step 2



CLOSE BUSINESS DAY (W/O ACCOUNTING CLERK)

Create STANFINS File when created by DDO

- FY, APC, EOR, DPI code and documents numbers must be verified with physical documentation prior to creating the STANFINS file.

- They can be edited here if data is incorrect. total and SFIS total MUST equal line 4.1F of the DD2657.

- Total of all GFEBS Post Payment files



CLOSE BUSINESS DAY (W/O ACCOUNTING CLERK)



Create STANFINS File when created by DDO (2 of 2)

*Filename: C:\DOCUMENTS AND SETTINGS\MARK_NORMAN\Desktop

OK

Information

Stanfins file has been written to C:\Documents and Settings\mark_norman\Desktop. All records have been downloaded, download complete.

OK

Select A Directory

Select a Stanfins Interface directory to download

Desktop

- + My Documents
- My Computer
 - + Local Disk (C:)
 - + DVD/CD-RW Drive (D:)
 - + Cin_apps on 'Dfasds\Dsroot' (J:)
 - + Cin_data on 'Dfasds\Dsroot' (K:)
 - + Mark_norman on 'Dfasds\Dsroot\Cin_ho
 - + Cin_data2 on 'Dfasds\Dsroot' (N:)
 - + Cin_media on 'Dfasds\Dsroot' (T:)
- + My Network Places
- + DFAS VPN Connections

OK Cancel

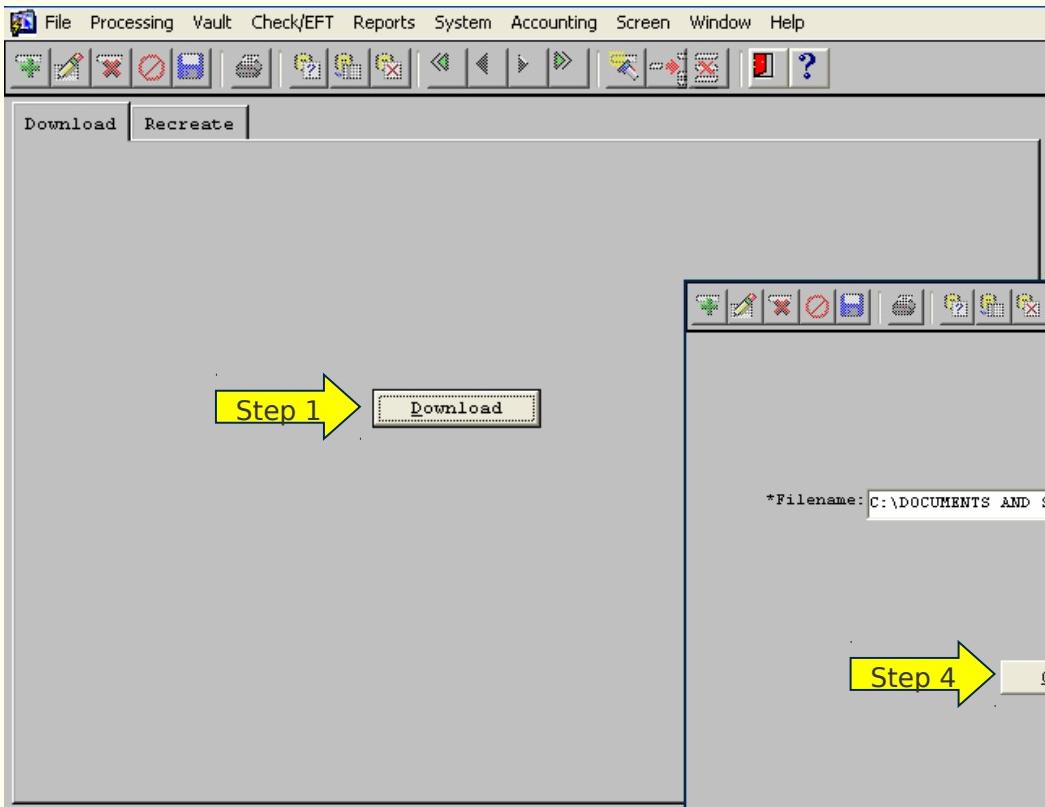
- Save files per local SOP to be sent to DFAS Rome



CLOSE BUSINESS DAY (W/O ACCOUNTING CLERK)

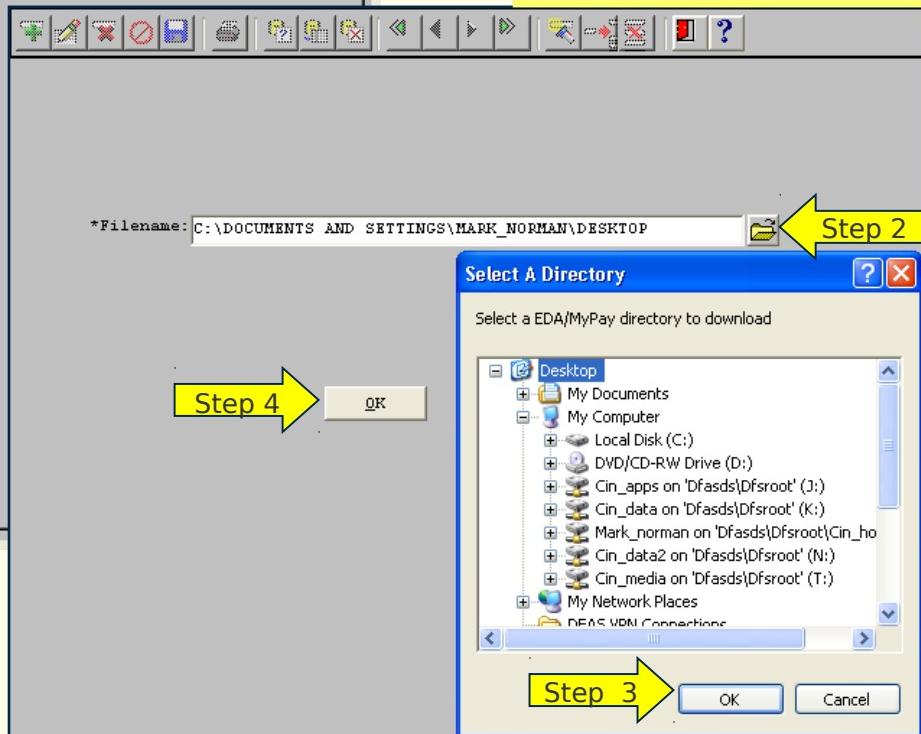


Creating EDA files (1 of 2)



Step 1

Download



- Multiple files will be generated during this process.
- Save files per local SOP to be uploaded to EDA FTP site



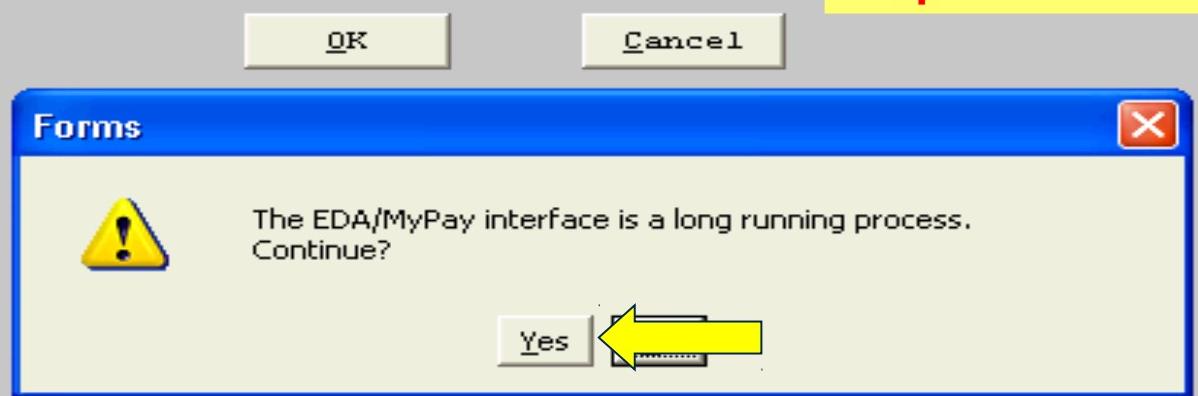
CLOSE BUSINESS DAY (W/O ACCOUNTING CLERK)



Creating EDA files (2 of 2)



- After the EDA file is created the screen to create ODS file will pop up





CLOSE BUSINESS DAY (W/O ACCOUNTING CLERK)



Create ODS file (1 of 2)

• Save file per local SOP

*Filename: C:\DOCUMENTS AND SETTINGS\MARK_NORMAN\Desktop

OK Cancel

Forms

! ODS Processing Required. Save to same directory?

Yes



CLOSE BUSINESS DAY (W/O ACCOUNTING CLERK)



Create ODS file (2 of 2)

• Close window after file is saved.
• Will default to STANFINS screen close window

*Filename: C:\DOCUMENTS AND SETTINGS\MARK_NORMAN\Desktop

OK Cancel

Forms

Information: ODS Download Complete.

OK

PROGRESS

Percent Complete

90 %



CLOSE BUSINESS DAY (W/O ACCOUNTING CLERK)



Red door out of screens to complete process

Step 1

Step 2

The screenshot shows a mainframe terminal window with two large data entry grids. The top grid is labeled 'Trans' and contains columns for *Date, *TA, *DOW, Type, WCD, TFO, DPI, and several reference numbers. The bottom grid contains columns for *Business Date, *Calendar Date, Block Ticket Number, Transmittal Number, STANFINS Total Amount, and SFIS Total Amount. A red door icon is visible in the top right corner of the top grid area. A yellow arrow points from the text 'Red door out of screens to complete process' to the red door icon. Another yellow arrow points from the text 'Step 1' to the top grid, and another from 'Step 2' to the bottom grid.



CLOSE BUSINESS DAY (W/O ACCOUNTING CLERK)



Finalize End of Day DD Form 2657

File View Help

DAILY STATEMENT OF ACCOUNTABILITY		1. DSSN 8850	2. DATE 05/08/2012 A									
SECTION I - TRANSACTIONS AFFECTING ACCOUNTABILITY												
a. LINE	b. DESCRIPTION	c. TODAY	d. MONTH-TO-DATE									
1.0	ACCOUNTABILITY - Beginning of Day	78,319,111.11	69,319,111.11									
2.1A	I CHECKS ISSUED IN PAYMENT OF VOUCHERS		11,267.63									
2.1B	N CHECKS ISSUED - ALL OTHERS											
2.3	C OTHER TRANSACTION (Do not report on SF 1219)											
2.34	R DISCREPANCIES IN DO ACCOUNT-CREDITS (Do not use this line)											
2.36	E PAYMENTS BY ANOTHER DO (Do not use this line)											
2.37	A TRANSFERS FROM OTHER DOS											
2.8	S IPAC PAYMENTS AND COLLECTIONS											
2.9	E TOTAL ACCOUNTABILITY INCREASES		11,267.63									
3.0	GROSS ACCOUNTABILITY	78,319,111.11	69,330,378.74									
4.1A	Gross Disbursements	555,140.36	590,462.95									
4.1B	Less - Refunds											
4.1C	Net Disbursements	555,140.36	590,462.95									
4.1D	Less - Receipts		.10									
4.1E	Less - Reimbursements											
4.1F	D NET EXPENDITURES	555,140.36	590,462.85									
4.2A	E DEPOSITS PRESENTED OR MAILED TO BANK											
4.2B	C EFT DEBIT VOUCHERS	-83.59	-9,024,136.45									
4.3	R OTHER TRANSACTIONS (Do not report on SF 1219)											
4.34	E DISCREPANCIES IN DO ACCOUNT-DEBITS (Do not use this line)											
4.36	A PAYMENTS FOR OTHER DOS (Do not use this line)											
4.37	S TRANSFERS TO OTHER DOS											
4.3	E TOTAL ACCOUNTABILITY DECREASES	555,056.77	8,423,675.60									
5.0	ACCOUNTABILITY - End of Da											
SECTION II - DISTRIBUTION OF ACCOUNTABILITY												
a. LINE	b. D	Agent Information 05/08/2012 A						05/08/2012 10:29:13				
6.1	D DESIGNATED DEPOSITORY	Parent	Site	User	Last	Curr	Exch	Cash	Cash US	Hl	Hl US	Other
6.2A	U.S. CURRENCY/COINAGE ON	00000	00001	###	Office Accountability	FC	47.85	419,360,000.00	8,764,054.33647	.00	.00000	
6.2B	FOREIGN CURRENCY/COINAG					US	1	60,000,000.00	60,000,000.00000	.00	.00000	9,000,000.00000
6.3A	UNDEPOSITED COLLECTIONS											
6.3B	OTHER UNDEPOSITED INSTRU											
6.4	CUSTODY OR CONTINGENCY											
6.5	F FUNDS WITH AGENTS											
6.6	ADVANCES TO CONTRACTOR											
6.7	CASH IN TRANSIT											
6.8	PAYROLL CASH											
6.9	OTHER											
7.1	DEFERRED VOUCHERS											
7.2A	ACCOUNTS RECEIVABLE - CH											
7.2B	ACCOUNTS RECEIVABLE - OT											
7.3	LOSS OF FUNDS											
7.4	DISHONORED CHECKS RECEI											
7.5												
7.6												
7.7												
8.0	TOTAL INCUMBENT DO ACCO											
SECTION III - DISTRIBUTION OF ACCOUNTABILITY												
a. LINE	b. D											
9.2A	ACCOUNTS RECEIVABLE - CH											
9.2B	ACCOUNTS RECEIVABLE - OT											
9.3	LOSS OF FUNDS											
9.4	OTHER											

• Close window after file is saved.



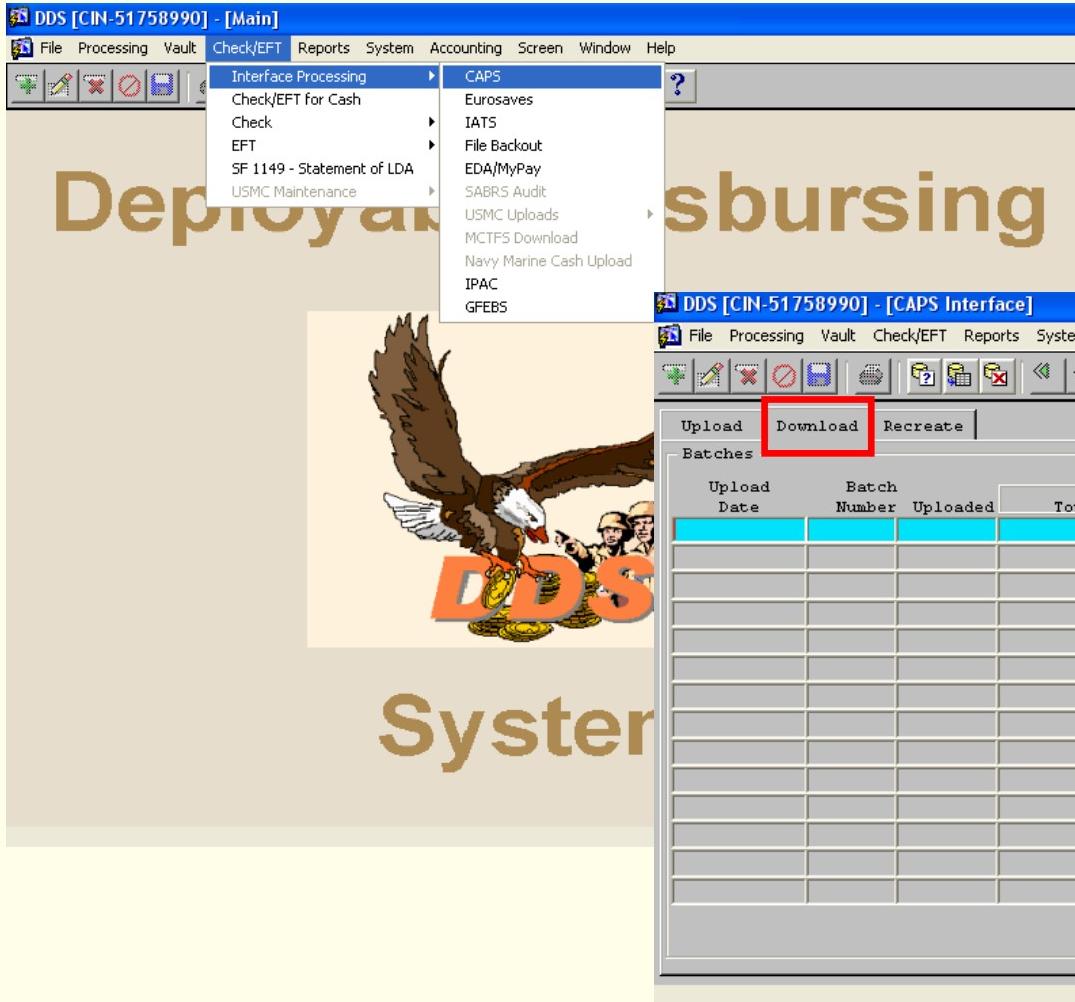
MODULE 15 - END OF DAY REPORTS



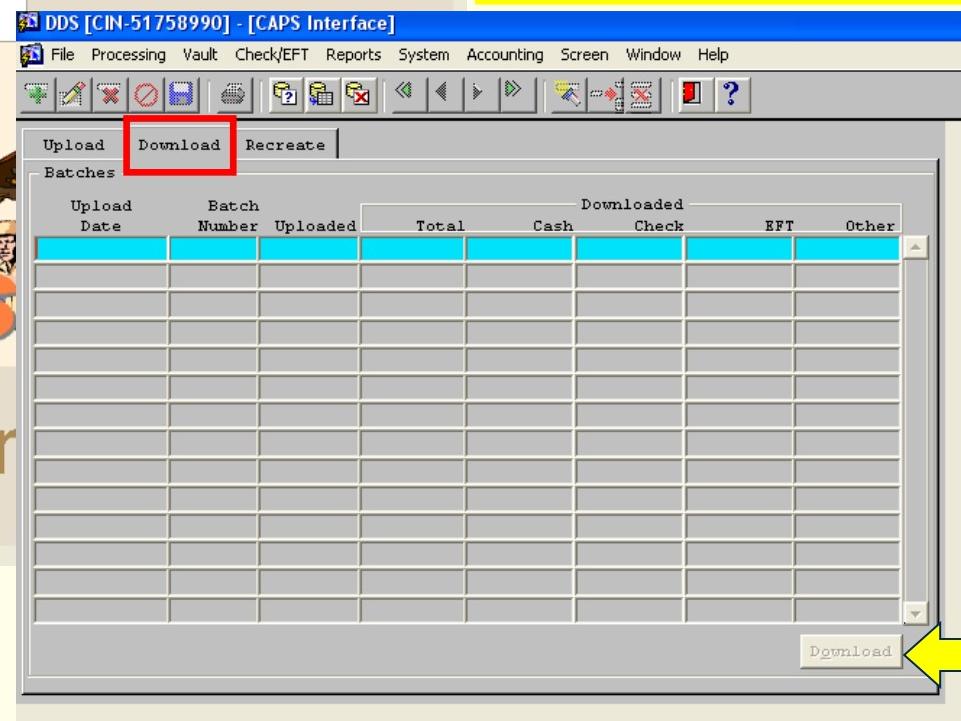


END OF DAY REPORTS

Create CAPS Download file



CAPS download file will only be available if you have uploaded a CAPS file. Select the file and click the download button. Save the file and send to the Fund the Force section.





END OF DAY REPORTS

DD Form 2659 - Voucher Control Log

VOUCHER CONTROL LOG
DD 2659

04/12/2007 B

*Site: 00001 COLTS ROCK

OK Cancel



The Voucher Control Log is used to list ALL Vouchers used for the entire site ID. It is not broken down by cashier/agent.

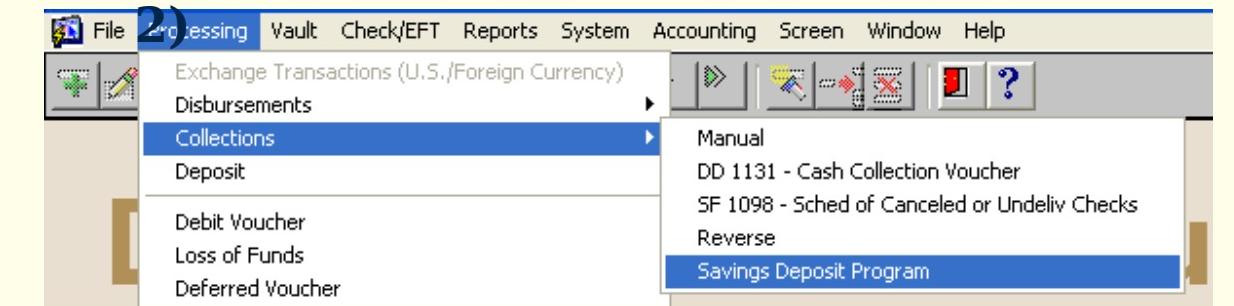
VOUCHER CONTROL LOG			1. DISBURSEMENTS	3. DATE
			2. COLLECTIONS	12/02/2009 A
4. VOUCHER NUMBER	5. PAYEE (Disbursements) REMITTER (Collections)	6. AMOUNT	7. FORM OF PAYMENT OR REMITTANCE	
010002	COLL	10.00	X	
	Site Total	10.00		

VOUCHER CONTROL LOG			1. DISBURSEMENTS	3. DATE
			2. COLLECTIONS	12/02/2009 A
4. VOUCHER NUMBER	5. PAYEE (Disbursements) REMITTER (Collections)	6. AMOUNT	7. FORM OF PAYMENT OR REMITTANCE	
201001	CAMEL DEPOT	200.00	X	
701001	CAMRT. DEPOT	200.00	X	



END OF DAY REPORTS

Create A Savings Deposit Program Interface File (1 of



- On the “Download” tab, select the file destination.

The screenshot shows the 'SDP' screen with various input fields for Last Name, First Name, MI, SSN, Address, and financial details like Curr Cd, Amount Type, NI Number, and NI. A 'Query' button is also present. To the right, a smaller window titled 'SDP' shows tabs for 'Download' (which is selected), 'Recreate', and 'Recreate'. It has a field for 'Filename:' and a browse icon. The 'OK' button is highlighted with a yellow arrow.

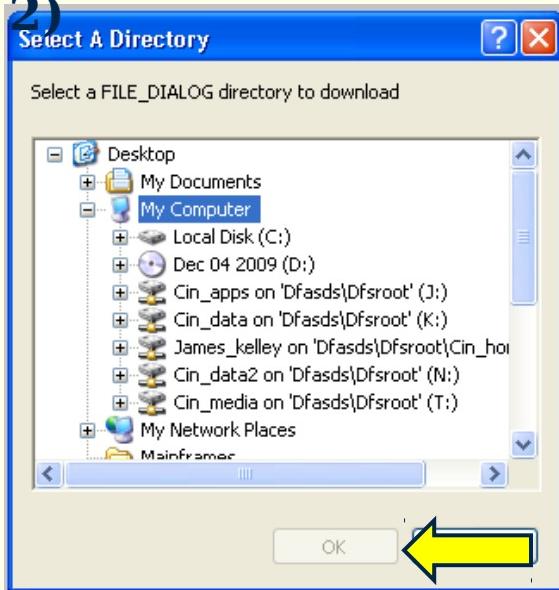


222

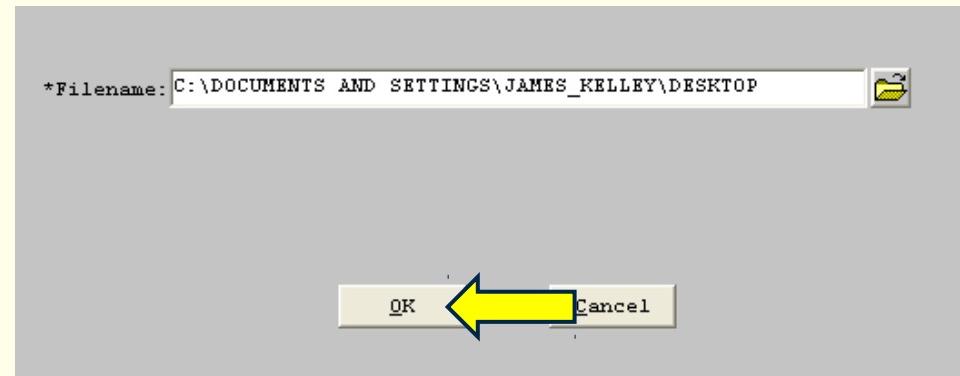


END OF DAY REPORTS

Create A Savings Deposit Program Interface File (2 of 2)



- Once the correct folder destination is set, select "OK."
- Email the file to DFAS-CL.



NBR	CV NUM	SSN	NAME	BRANCH	EFF DATE	AMOUNT	DSSN	RPC	RPTD	LongName
0001	000001	*****7477	JONES	ARMY	20100715	\$ 1,000.00	8550	023W2	N	JONES MIKE
0002	000002	*****1771	TESTE	ARMY	20100715	\$ 100.00	8550	00202	N	TESTER TESTER



END OF DAY REPORTS

DDS DB Utility Log-in Screen

The screenshot illustrates the DDS DB Utility Log-in process. It starts with the Windows Start menu, where the DDS application is selected from the DDS dropdown. This leads to the DDS Tools Overview window, which contains links for backup, export, restore, and import. Finally, a Password Verification dialog box is displayed, prompting for User ID (DDS_OWN), Password (TEST01), and Database (DDSWEE).

DDS Application
DDS Archive
DDS DbUtil
DDS Selector
DDS Setup
DDS Span
DDS Support

DDS Tools Overview

backup

export

restore

import

Password Verification

User ID: DDS_OWN

Password: *****

Database: DDSWEE

- To access the DB Utility program, the user will select it from the DDS drop down list under the start menu.
- The password is “TEST01” and all other information should already be prefilled.
- Export daily, Backup weekly



END OF DAY REPORTS

DDS DB Utility Back-Up and Export Screen

DDS DBUtil: DDS_OWN@DDSWEE

File Edit Tools Support Catalog Help

Database Backup Screen

DDS Backup: bkp_8589_00001_20070913151627.ddz FileSize: 557.21 MB
Created: 09/13/2007 15:16:53

Tools Overview Database Backup Database Export Restore Database Import Database

Support Catalog

Oracle Database Backup

Database Backup

Compressing file: DDS01.DBF

Cancel

Step 2

Start New Backup

Destination: c:\program files\dds\utilities\database

Free Space: 3 Gb

Browse

Step 1

Step 3

OK

9/30/2007 23:12:13

Ready

220



MODULE 16 - MONTH END CLOSEOUT





MONTH END CLOSEOUT

- End of Month (or Transfer of Accountability) Accountability Reports must be completed by the DDO (outgoing DDO). The following reports must be completed in this order prior to finalizing the DD Form 2657 and SF 1219:
 - SF 1149 (If the DDO has an LDA)
 - DD Form 2657 (with the “last day of accounting period” block checked)
 - Level 8 Report
 - SF 1179
 - DELMARS Report
 - SF 1219
- The accounting period normally ends on approximately the 25th of each calendar month; however, this date is subject to DFAS Rome posting the date as well as end of FY cut-off.





MONTH END CLOSEOUT

Reconcile LDA/SF 1149 (1 of 3)

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

Vault Info Agent Info Cash Received from Bank Overdraft/Underdraft Vault-to-Vault Transfer LDA Maintenance Interest Earned / Service Charges LDA Cash Withdrawal SF 1149 - Statement of LDA Finalize

*Cur STEP 1

Name of Disbursing Office SANCHEZ, PABLO

Station or Office ALPHA DETACHMENT

Name of Depository AIB Location of Depository AFGHANISTAN

Account Number: 1111111111

*Accounting STEP 2

Business Date STEP 3

STEP 4

STEP 5

Monetary Unit of this Account: FINLAND MARKKA

1 Check-book balance at close of previous period: 9,909,000.00

2 Transfers:

2.b Others: .00

3 Checks canceled this period:

4 Undeliverable checks credited this period:

5 Adjustments:

CHECKS USED THIS PERIOD Beginning Serial Number: Ending Serial Number:



MONTH END CLOSEOUT

Reconcile LDA/SF 1149 (2 of 3)

1	Check-book balance at close of previous period:	STEP 6	9,909,000.00
2.a	Transfers:		.00
2.b	Others:		.00
3	Checks canceled this period:		.00
4	Undeliverable checks credited this period:		.00
5	Adjustments:	STEP 7	
6	Uncurrent checks:		.00
7	TOTAL TO BE ACCOUNTED FOR:		9,909,000.00
8	Total checks drawn this period:	STEP 8	.00
9	Uncollectible checks returned by depository:		.00
10	Adjustments:	STEP 9	
11	TOTAL:		.00
12	Check-book balance at close of period:		9,909,000.00
RECONCILIATION			
13	Balance per bank statement:		
14	Add: Deposits in transit:		.00
15	TOTAL:		.00
16	Deduct: Outstanding checks:		.00
17	Deduct: Deposits not credited by:		
18	Balance per check book:		.00
19	U.S. dollar equivalent:		
20	Rate of Exchange:	100	per: 1

The DDO must ensure that the interest, service charges, checks drawn, deposits, and transfers are added to the SF 1149 prior to finalizing. Line 12 and 18 must be in balance prior to finalizing.



MONTH END CLOSEOUT

Reconcile LDA/SF 1149 (3 of 3)

Toolbar:

*Currency Code:

Name of Disbursing Officer or Cashier: SANCHEZ, PABLO

Name (funds advanced by): COLE, ANTHONY

STEP 10 Finalize

Page: 1

STANDARD FORM 1149
Revised March 1982
Dept. of the
Treasury

NAME OF DISBURSING OFFICER OR CASHIER: SANCHEZ, PABLO
NAME (Funds advanced by): COLE, ANTHONY
STATION OR OFFICE: ALPHA DETACHMENT
NAME OF DEPOSITORY: AIB
LOCATION OF DEPOSITORY: AFGHANISTAN
ACCOUNTING PERIOD: From 12/02/2009 To 12/02/2009
MONETARY UNIT OF THIS ACCOUNT: Finland Markka
(SEE REVERSE SIDE FOR LINE INSTRUCTIONS)
1. Check-book balance at close of previous period 9,909,000.00
2. Deposits to official credit:



MONTH END CLOSEOUT

Finalize DD Form 2657

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

Last Business Day of Accounting Period
 Last DD2657 for Incumbent DO Refresh Generate Vouchers Finalize

DAILY STATEMENT OF ACCOUNTABILITY

SECTION I - TRANSACTIONS AFFECTING ACCOUNTABILITY

a. LINE NO. b. D. Ensure the block is checked for the the last business day of the accounting period or a new DDO is taking over

1.0 ACCOUNTABILITY
2.1A CHECKS ISSUED
2.1B CHECKS ISSUED - ALL OTHERS
2.3 OTHER TRANSACTIONS (do not report on SF 1219)
2.37 TRANSFERS FROM OTHER DO's
2.8 IPAC PAYMENTS AND COLLECTIONS
2.9 TOTAL ACCOUNTABILITY INCREASES
3.0 GROSS ACCOUNTABILITY
4.1A GROSS DISBURSEMENTS
4.1B LESS - REFUNDS
4.1C NET DISBURSEMENTS
4.1D LESS - RECEIPTS
4.1E LESS - REIMBURSEMENTS

c. Click the Finalize button.

1. DSSN	2. DATE
8550	07/19/2010 A
2,219,400.00	2,218,300.00
2,219,400.00	2,218,300.00
	1,100.00



MONTH END CLOSEOUT

Level 8 Report (1 of 2)

The screenshot shows the Check/EFT module interface. The menu bar includes File, Processing, Vault, Check/EFT, Reports, System, Accounting, Screen, Window, and Help. A toolbar with various icons is at the top. A large banner on the left says "Deployar". The main window displays the "Level 8 Treasury File" screen. The toolbar has a yellow arrow pointing to the "Print Checks" icon. The menu bar has a yellow arrow pointing to the "Check" option under "Interface Processing". The main area shows a grid for "Level 8 Reporting" with columns: Site, Check Number, Check Date, DOV/Purpose, Name, and Amount. At the bottom, there are fields for Total Number of Checks, Total Amount, and Total Number of Batches.



MONTH END CLOSEOUT

Level 8 Report (2 of 2)

Level 8 Reporting SF1179

*Ending Date: 10/01/2009 *Beginning Batch: 001

Site	Check Number	Check Date	DOV/Purpose	Name	Amount
1	00001002	10/01/2009	CHECK/EFT FOR CAS	326TH FMC - CASH MANAGEMENT	10000000.00

File Name T8910002.lvl

LEVEL 8 REPORT
PROCESS MONTH
Batch Number

102009
2

Check Number	Date	DOV/ Purpose	Name	Amount
1003	10/01/2009	CHECK/EFT FOR CASH	326TH FMC - CASH MANAGEMENT	1,000,000.00

Select A Directory

Select Location for Level 8 file, 8550DOIM.dat batch 002.

Local Disk (C:)

- + 0dc9cf6946e6f5f088d2d3bb35f
- + 46
- + BatchFiles
- + CAPS
- + CLIPFILE
- + DATA_IN
- + DdsOraDb
- + DdsOraNt
- + DISB
- + Documents and Settings
- + Drivers
- + e38h6686041h97af703=qa3

OK Cancel

Forms

Information: File has been saved successfully to folder
C:\Documents and Settings\USAFINCOM\Desktop

OK



MONTH END CLOSEOUT

SF 1179 (Treasury Check Issue Summary)

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

Level 8 Reporting | SF1179

Process Month: 10 Process Year: 2009 Finalize

Batch Number	Begin Check	End Check	Begin Date	End Date	Total Amount
001	00001002	00001002	10/01/2009	10/01/2009	10,000,000.00
002	00001003	00001003	10/01/2009	10/01/2009	1,000,000.00

STANDARD FORM NO. 1179 (Rev. 11/98)
DEPARTMENT OF THE TREASURY
FINANCIAL MANAGEMENT SERVICE

NSN 7540-00-663-1396 1179

Page 1 of 2

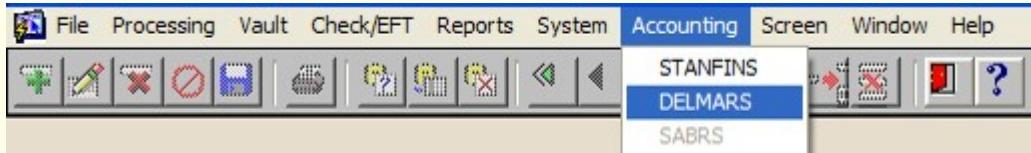
MONTH END CHECK ISSUE SUMMARY

DISBURSING OFFICE NAME/MAILING ADDRESS 15TH FINANCIAL MANAGEMENT COMPANY CAMP LIBERTY IRAQ APO AE 09165	D.O. NAME (TYPE) ANTHONY COLE	CHECK SYMBOL 8550			
TELEPHONE NO. COMMERCIAL OR FTS	D.O. SIGNATURE _____	MONTH AND YEAR FOR WHICH RENDERED October 2009			
D.O. SYMBOL NO.	CHECK SYMBOL NO.	BEGINNING CHECK NO.	ENDING CHECK NO.	REPORTING METHOD	TOTAL DOLLAR AMOUNT OF ISSUES (FOR EACH TRANSMITTAL)
8550	8550	00001002	00001002	Connect:Direct DCRM	10,000.00



MONTH END CLOSEOUT

DELMARS Report (Debits And Deposits) (1 of 2)



Total 3 transaction(s) are available for Delmars reporting of DSSN 8550 * JULY /2009

Deposits

2 transaction(s) totaling \$820.00 found for deposits reporting.

Deposit Ticket Number	Deposit Date	Amount
00055835	07/15/2009	85.00
00004754	07/15/2009	735.00

Debits

1 transaction(s) totaling \$150.00 found for debits reporting.

Debit Voucher Number	Debit Voucher Date	Amount
00055835	07/14/2009	150.00

Warning

Generate DELMARS file now?

OK Cancel



MONTH END CLOSEOUT

DELMARS Report (Debits And Deposits) (2 of 2)

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

*Filename:

Select A Directory

Select a Delmars Interface directory to download

Desktop

- My Documents
- My Computer
- Local Disk (C:)
- Aug 06 2009 (1)
- Shared Docum
- USAFINCOM's
- My Network Places
- 4.0 Databases
- Databases
- Evolve
- FMC MESLs
- TC Folder

Information

The file C:\Documents and Settings\USAFINCOM\Desktop\I0907001.dlm has been generated. Press OK to print the report.

DELMARS INTERFACE FILE I0907001.dlm

CREATED JUL, 2009 10/01/2009 04:10

DI	Deposit Number	Debit Voucher Number	Date	Amount	TCD	SCD	DSSNFDRI	RT
21	00055835		090715	0000000008500	420	2	85500AR	4
21	00004754		090715	00000000073500	420	2	85500AR	4
21		00055835	090714	0000000015000	420	3	85500AR	4



MONTH END CLOSEOUT

Finalize SF 1219 (1 of 2)

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

DD 1081 - Statement of Agent Officer's Account
Remote File Transfer

DD 2665 - Daily Agent Accountability Summary
DD 2657 - Daily Statement of Accountability
DD 2659 - Voucher Control Log
DD 2664 - Currency Exchange Record
SF 1219 - Statement of Accountability
DD 2663 - Foreign Currency Control Record

Deploy

STATEMENT OF ACCOUNTABILITY Refresh Finalize

SECTION I SECTION II - PART A SECTION II - PART B

STATEMENT OF ACCOUNTABILITY

NAME OF DISBURSING OFFICER ANTHONY COLE LOCATION OF DISBURSING OFFICER (Mailing Address) CAMP LIBERTY IRAQ

NAME OF AGENCY 15TH FINANCIAL MANAGEMENT COMPANY APO AE 09165

PERIOD OF ACCOUNT 07/21/2009 THROUGH 10/02/2009 AGENCY LOCATION CODE (ALC) (Show main check symbol number) 8550

SECTION I - GENERAL STATEMENT OF ACCOUNT
PART A - TRANSACTIONS DURING PERIOD AFFECTING ACCOUNTABILITY

1.00 TOTAL ACCOUNTABILITY BEGINNING OF PERIOD 4,078,119.65
INCREASES IN ACCOUNTABILITY

2.1 CHECKS ISSUED ON U.S. TREASURY 11,000,000.00
2.3 OTHER TRANSACTIONS
2.34 DISCREPANCIES IN DO ACCOUNTS - CREDITS
2.36 PAYMENTS BY ANOTHER DO
2.37 TRANSACTIONS FROM OTHER INTELLIGENCE ACTIVITIES



MONTH END CLOSEOUT

Finalize SF 1219 (2 of 2)

STANDARD FORM 1219 (EG)
Revised 4-82
Department of the Treasury
1 TFRM 2-3100

STATEMENT OF ACCOUNTABILITY

NAME OF DISBURSING OFFICER ANTHONY COLE	LOCATION OF DISBURSING OFFICER (Mailing address) CAMP LIBERTY IRAQ APO AE 09165
NAME OF AGENCY 15TH FINANCIAL MANAGEMENT COMPANY	AGENCY LOCATION CODE (ALC) (Show main check symbol number) 8550
PERIOD OF ACCOUNT FROM: 07/21/2009	THROUGH: 10/02/2009

SECTION 1. - GENERAL STATEMENT OF ACCOUNT

PART A. - TRANSACTIONS DURING PERIOD AFFECTING ACCOUNTABILITY

1.00	TOTAL ACCOUNTABILITY BEGINNING OF PERIOD	\$ 4,078,119.65
2.0	INCREASES IN ACCOUNTABILITY	
2.1	CHECKS ISSUED ON U.S. TREASURY	11,000,000.00
2.3	OTHER TRANSACTIONS	
2.34	DISCREPANCIES IN D.O. ACCOUNTS - CREDITS	
2.36	PAYMENTS BY ANOTHER D.O.	
2.37	TRANSFERS FROM OTHER DISBURSING OFFICERS	
2.38	IPAC PAYMENTS AND COLLECTIONS	
2.9	TOTAL INCREASES IN ACCOUNTABILITY	\$ 11,000,000.00
3.0	SUBTOTAL	\$ 15,078,119.65
4.0	DECREASES IN ACCOUNTABILITY	
4.1	NET DISBURSEMENTS	30,725.00
4.2	DEPOSITS PRESENTED OR MAILED TO BANK	670.00
4.3	OTHER TRANSACTIONS	
4.34	DISCREPANCIES IN D.O. ACCOUNTS - DEBITS	
4.36	PAYMENTS FOR ANOTHER D.O.	
4.37	TRANSFERS TO OTHER DISBURSING OFFICERS	
4.39		
4.9	TOTAL DECREASES IN ACCOUNTABILITY	\$ 31,395.00
5.00	TOTAL ACCOUNTABILITY CLOSE OF PERIOD	\$ 15,046,724.65



MODULE 17 - PHYSICAL SECURITY





PHYSICAL SECURITY

- SF 700 must be placed inside the security container.
- An additional copy of the form with either the combination or an extra key will be placed in an envelope and forwarded to the BN/BDE S-2 or Provost Marshall/Mayors Cell for safekeeping. The envelope should be sealed, signed across the sealed opening, and clear tape placed over the signature to ensure that the envelope is not compromised.
- A memo should be generated to maintain on hand that identifies where the extra set of keys/combination is located. The memo will be located out of view of the public.

SECURITY CONTAINER INFORMATION		
INSTRUCTIONS		
1. COMPLETE PART 1 AND PART 2A (ON END OF FLAP).		
2. DETACH PART 1 AND ATTACH TO INSIDE OF CONTAINER.		
3. MARK PARTS 2 AND 2A WITH THE HIGHEST CLASSIFICATION STORED IN THIS CONTAINER.		
4. DETACH PART 2A AND INSERT IN ENVELOPE.		
5. SEE PRIVACY ACT STATEMENT ON REVERS.		
10. Immediately notify one of the following persons if this container is found open and unattended.		
EMPLOYEE NAME	HOME ADDRESS	HOME PHONE
1. ATTACH TO INSIDE OF CONTAINER		

700-101
NSA13540-01-214-5372

STANDARD FORM 700 (8-85)
Prescribed by GSA/ISO
32 CFR 2003

CONTAINER NUMBER	
COMBINATION	
	turns to the (Right) (Left) stop at _____
	turns to the (Right) (Left) stop at _____
	turns to the (Right) (Left) stop at _____
	turns to the (Right) (Left) stop at _____
WARNING	
WHEN COMBINATION ON PART 2A IS ENCLOSED, THIS ENVELOPE MUST BE SAFE GUARDED IN ACCORDANCE WITH APPROPRIATE REQUIREMENTS.	
DETACH HERE	
WARNING	
THIS COPY CONTAINS CLASSIFIED INFORMATION WHEN COMBINATION IS ENTERED. UNCLASSIFIED UPON CHANGE OF COMBINATION	
2A	INSERT IN ENVELOPE
SF700 (8-85)	
Prescribed by GSA/ISO 32 CFR 2003	



PHYSICAL SECURITY

Standard Form 701

ACTIVITY SECURITY CHECKLIST			DIVISION/BRANCH/OFFICE Disbursing Agent, Camp Al Asad, Iraq												ROOM NUMBER DA Office	MONTH AND YEAR Aug 2006							
Irregularities discovered will be promptly reported to the designated Security Office for corrective action			Statement I have conducted a security inspection of this work area and checked all the items listed below.																				
TO (if required) Finance Office Camp Arifjan, Kuwait			FROM (if required) Finance Office Camp Al Asad, Iraq												THROUGH (if required)								
ITEM			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
1. Security containers have been locked and checked.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Desks, wastebaskets and other surfaces and receptacles are free of classified material.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Windows and doors have been locked (where appropriate).			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Typewriter ribbons and ADP devices (e.g., disks, tapes) containing classified material have been removed and properly stored.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Security alarm(s) and equipment have been activated (where appropriate).			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
INITIAL FOR DAILY REPORT			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TIME			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

- SF 701 should be placed on the inside side of the secured area's door.
- The form should be initialed on the appropriate day's block prior to leaving for the day.



PHYSICAL SECURITY

Standard Form 702

- SF 702 should be placed on the outside side of the secured container's door.
 - The form should be initialed each time the container is opened or closed.



MODULE 18 - SYSTEM REQUESTS





SYSTEM REQUESTS

DDS Corp2

SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)			
PRIVACY ACT STATEMENT			
A. AUTHORITY: Executive Order 10450, 9397, and Public Law 95-474, the Computer Fraud and Abuse Act.			
B. PRINCIPAL PURPOSE: To record names, signatures, and other identifiers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. NOTE: Records may be maintained in both electronic and/or paper form.			
C. ROUTINE USES: None.			
D. DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.			
E. TYPE OF REQUEST <input type="checkbox"/> INITIAL <input type="checkbox"/> MODIFICATION <input type="checkbox"/> DEACTIVATE <input type="checkbox"/> USER ID		F. DATE (YYYYMMDD)	
G. SYSTEM NAME (Platform or Application)		H. LOCATION (Physical Location of System)	
I. PART I (To be completed by Requestor)			
1. NAME (Last, First, Middle Initial)		2. ORGANIZATION	
3. OFFICE SYMBOL/DEPARTMENT		4. PHONE (DSN or Commercial)	
5. OFFICIAL E-MAIL ADDRESS		6. JOB TITLE AND GRADE/RANK	
7. OFFICIAL MAILING ADDRESS		8. CITIZENSHIP <input type="checkbox"/> US <input type="checkbox"/> FN <input type="checkbox"/> OTHER	9. DESIGNATION OF PERSON <input type="checkbox"/> MILITARY <input type="checkbox"/> CIVILIAN <input type="checkbox"/> CONTRACTOR
10. IN TRAINING AND AWARENESS CERTIFICATION REQUIREMENTS (Complete as required for user or functional level access.) <input type="checkbox"/> I have completed Annual Information Awareness Training. DATE (YYYYMMDD)			
11. USER SIGNATURE		12. DATE (YYYYMMDD)	
13. JUSTIFICATION FOR ACCESS			
14. TYPE OF ACCESS REQUIRED: <input type="checkbox"/> AUTHORIZED <input type="checkbox"/> PRIVILEGED			
15. USER REQUIRES ACCESS TO: <input type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> CLASSIFIED (Specify category) <input type="checkbox"/> OTHER			
16. VERIFICATION OF NEED TO KNOW I certify that this user requires access as requested.		16a. ACCESS EXPIRATION DATE (Contractors must specify Company Name, Contract Number, Expiration Date. Use Block 27 if needed.)	
17. SUPERVISOR'S NAME (Print Name)		18. SUPERVISOR'S SIGNATURE	
19. DATE (YYYYMMDD)		20. SUPERVISOR'S ORGANIZATION/DEPARTMENT	
20a. SUPERVISOR'S E-MAIL ADDRESS		20b. PHONE NUMBER	
21. SIGNATURE OF INFORMATION OWNER/OPR		21a. PHONE NUMBER	
21b. DATE (YYYYMMDD)		22. SIGNATURE OF IAO OR APPOINTEE	
23. ORGANIZATION/DEPARTMENT		24. PHONE NUMBER	
25. DATE (YYYYMMDD)			
DD FORM 2875, AUG 2009			
PREVIOUS EDITION IS OBSOLETE.			
Adobe Professional ES			

26. NAME (Last, First, Middle Initial)		
27. OPTIONAL INFORMATION (Additional Information)		
28. PART II - SECURITY MANAGER VALIDATES THE BACKGROUND INVESTIGATION OR CLEARANCE		
28a. TYPE OF INVESTIGATION		28b. DATE OF INVESTIGATION
28c. CLEARANCE LEVEL		28d. IT LEVEL DESIGNATION <input type="checkbox"/> LEVEL I <input type="checkbox"/> LEVEL II
29. VERIFIED BY (Print name)		30. SECURITY MANAGER TELEPHONE NUMBER
31. SECURITY MANAGER SIGNATURE		
PART IV - COMPLETION BY AUTHORIZED STAFF PREPARING ACCOUNT INFORMATION		
32. FILE	33. SYSTEM	34. ACCOUNT CODE
	DOMAIN	
	SERIALIZED	
	APPLICATION	
	DIRECTORIES	
	FILES	
	DATASETS	
DATE PROCESSED YYYYMMDD	PROCESSED BY (Print name and sign)	DATE (YYYYMMDD)
DATE REVALIDATED YYYYMMDD	REVALIDATED BY (Print name and sign)	DATE (YYYYMMDD)
DD FORM 2875 (BACK), AUG 2009		

- Used to retrieve updates to DDS
- DDO should place an export on the Corp2 monthly
- Used to fix issues with DDS by the DDS helpdesk program.
- A public key will have to generated for and sent to the DDS help desk in order to gain access.
- Should be completed during the TOA.

Reset



SYSTEM REQUESTS

ITS.gov Access Request (1 of 3)

ITS.gov Organization Enrollment and User ID Request Form for Federal Agencies

Section I - Organization Information

Date: _____ Action: NEW CHANGE Agency Location Codes (AL Cs): _____

Federal Agency Name: _____

Mailing Address: _____

City, State, Zip, Country: _____

Contacts:

Primary Contact Name: _____



Secondary Contact Name: _____



Phone: _____ Fax: _____

Phone: _____ Fax: _____

E-Mail Address: _____

E-Mail Address: _____

Verification Levels:

One - This requires two users to complete a payment. One user to data enter the payment, followed by one user to verify the payment to FMS.

Two - This requires three users to complete a payment. One user to data enter the payment, followed by one user to verify the data entry info for the payment to FMS.

Payment Types (Please check all that apply):

- Benefit
- Vendor
- Salary
- Miscellaneous

* Note: All III Sections of the Enrollment Form MUST be completed to process your request.

"FRBNY USE ONLY - ABA: _____"

Form Date: 03_13_07

FRBNY-Agency

1



SYSTEM REQUESTS

ITS.gov Access Request (2 of 3)

ITS.gov Organization Enrollment and User ID Request Form for Federal Agencies

Section II - Individual User Information

Date _____	Action: <input type="checkbox"/> NEW <input type="checkbox"/> CHANGE	Agency Location Codes (AL Cs): _____						
NAME Include First Name, Middle Initial, and Last Name. Each individual MUST sign in the appropriate space on the user responsibility statement.	TELEPHONE NUMBER	E-MAIL	USER ROLES*					
			* Select one (1) user role for each individual					
Payer (Allows to Create & Verify Payments)	Releaser Only (Allows to Release Payments)	Releaser (Allows to Create, Verify & Release Payments)	Payment Inquiry (View Only access)	Payment Creator (Allows to Create Payments)	Template Only (Allows to Manage Template)	Approver Allows to approve Payments)		
<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete								
<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete								
<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete								

+Current Users Only: Indicate the existing individual's login ID in this column for any changes to a user's functions or access.

Section III - Authorizing Official's Signature

Signature	Title	
Name	Phone Number	Date



SYSTEM REQUESTS

ITS.gov Access Request (3 of 3)

INTERNATIONAL TREASURY SERVICES (ITS).gov USER RESPONSIBILITY STATEMENT and RULES OF BEHAVIOR

ITS.gov users are entrusted with Financial Management Service (FMS) information technology resources (IT). Please print, review, and sign the following FMS User Responsibility Statement and Rules of Behavior. Convert the signed document to a PDF format document and send via email attachment to NYITS.ADMINISTRATOR@FRBNY.ORG. If the signed document cannot be scanned, send via fax to the Federal Reserve Bank of New York (FRBNY) at fax number (201) 531-3607.

LOGON ID AND PASSWORD:

The Federal Reserve Bank (FRB) of New York will e-mail the individual logon ID and mail the temporary password. The password, which is under your sole control, provides protection for you and us. The pattern of your logon ID may be known by others and the logon ID is displayed on the screen when entered, but your password is not displayed and not known by anyone other than you. **After initial logon, all ITS.gov users must access the system at least every 90 days to remain active.** If your account is inactivated because it has not been used new paperwork must be submitted to the Federal Reserve Bank of New York to reissue your ID. If at any time during the log-on process the individual's logon ID or password should become suspended please contact the FRBNY Customer Support Hotline at (201) 531-3777.

USER RESPONSIBILITIES:

Once assigned a logon ID and temporary password from the Federal Reserve Bank of New York, you agree to be responsible for the consequences that result from the disclosure or use of your password. To avoid compromising your password, you agree that you will:

- ~~not~~ make your password known to anyone or put it in written form unsecured.
- ~~prevent~~ others from watching you enter your password and guessing your password (for example, you should not use names of persons, places, or things that are identified with you).
- ~~password~~ **MUST** be at least 8 characters, contact the Federal Reserve Bank of New York for the proper format.
- ~~log off~~ the system whenever you leave your computer unattended.

Your password expires after 90 calendar days, or immediately if a password is suspended, lost or compromised. We encourage all users to change their passwords timely. In addition, you must report unauthorized use and if you feel that someone may know your password, you should contact the FRBNY Customer Support Hotline at (201) 531-3777 to have your password changed immediately.

RULES OF BEHAVIOR:

The following Rules of Behavior are the minimum rules for external users who are requesting a user account for ITS.gov:

1. You must conduct only authorized business on the system.
2. Your level of access to the FMS system, ITS.gov, is limited to ensure your access is no more than necessary to perform your legitimate tasks or assigned duties. If you believe you are being granted access that you should not have, you must immediately notify the ITS.gov Help Desk at FRBNY at (201) 531-3777.
3. You must maintain the confidentiality of your authentication credentials such as your password. Do not reveal your authentication credentials to anyone; you should never be asked to reveal your credentials.
4. Do not share passwords with anyone else or use another person's password.
5. You must follow proper logon/logoff procedures. You must manually logon to your session; do not store your password locally on your system or utilize any automated logon capabilities. You must promptly logoff when session access is no longer needed. If a logoff function is unavailable, you must close your browser. Never leave your computer unattended while logged into the system.
6. You must report all security incidents or suspected incidents (e.g., lost passwords, improper or suspicious acts) related to the FMS system to the ITS.gov Help Desk at (201) 531-3777.
7. You must not attempt to circumvent any ITS.gov security control mechanisms.
8. You must not establish any unauthorized interfaces between FMS applications and other non-FMS systems.
9. Users must utilize anti-virus protection mechanisms on any systems connecting to the FMS ITS.gov application.
10. Your access to the FMS system is governed by, and subject to, Federal law, including, but not limited to, the Privacy Act, 5 U.S.C. 552a, if the applicable FMS system maintains individual Privacy Act information. Your access to the FMS system constitutes your consent to the retrieval and disclosure of the information within the scope of your authorized access, subject to the Privacy Act, and applicable Federal laws.
11. You must safeguard system resources against waste, loss, abuse, unauthorized use or disclosure, and misappropriation.
12. You must not process classified national security information on the system.
13. You must not browse, search or reveal FMS system information except in accordance with that which is required to perform your legitimate tasks or assigned duties. You must not retrieve information, or in any other way disclose information, for someone who does not have authority to access that information.
14. By your signature acknowledging acceptance you must agree to these rules.
15. You should contact your FMS Information System Security Officer or the ITS.gov Help Desk at FRBNY at (201) 531-3777 if you do not understand any of these rules.

ACCEPTANCE

I have read the above Rules of Behavior for External Users of the Financial Management Service (FMS) System, ITS.gov. By my signature below, I acknowledge and agree that my access to this FMS system is covered by, and subject to, such Rules. Further, I acknowledge and accept that any violation by me of these Rules may subject me to civil and/or criminal action. FMS retains the right, at its sole

User's Legal Name: _____ (printed)

User's Signature: _____ Date: _____



SYSTEM REQUESTS

Collections Information Repository (CIR)

CIR

Collections Information Repository (Formerly the Transaction Reporting System)

[LOGIN](#) [Help](#)

The application link : <https://www.trs.fms.treas.gov>

WARNING! You have accessed an official government owned or operated computer system. This system may be used by authorized users for authorized purposes only. Any unauthorized use or modification of any of the information stored on this system is a violation of federal law and may subject you to civil or criminal penalties or loss of access. Any attempt to upload unauthorized or restricted data may also result in civil criminal penalties or loss of access. The government may monitor and audit the usage of this system and all persons are hereby notified that the use of this system constitutes consent to such monitoring and auditing. If you are not an authorized user, you are required to exit now.

User ID :

Password :

[Contact Us | Collections Information Repository](#)



SYSTEM REQUESTS

OTCnet

fms

Enterprise Single Sign On

Log In To: <https://www.otcnet.fms.treas.gov/index.html>

- Request will be made through the theater POC at the FMSC.

- <https://www.Otcnet.fms.treas.gov>

[Forgot your Password?](#) [Forgot your User Id?](#) [Register](#) ?

Select an authentication method and enter your credentials

Log In using your FMS:

To log in please enter your FMS Single Sign On User ID and Password.

User ID:

Password:

[Forgot your User Id?](#)

[Forgot your Password?](#)

WARNING
WARNING
WARNING

You have accessed a United States Government computer. Unauthorized use of this computer is a violation of federal law and may subject you to civil and criminal penalties. This computer and the automated systems, which run on it, are monitored. Individuals are not guaranteed privacy while using government computers and should, therefore, not expect it. Communications made using this system may be disclosed as allowed by federal law.

NOTE

This system may contain Sensitive But Unclassified (SBU) data that requires specific data privacy handling requirements as dictated by law, mandate or government agency.



SYSTEM REQUESTS

Payment Information Repository (PIR)

fms

Enterprise Single Sign On

Log In To: <https://pirfms.treas.gov/pir-web>

- Request will be made through the theater POC at the FMSC.
-

<https://pir.fms.treas.gov/pir-web>

password | Forgot your Password? | Forgot your User Id? | Register | ?

Select an authentication method and enter your credentials

Log In using your FMS:

[SSO User ID and Password](#)

[SecurID Token](#)

[PKI Certificate](#)

To log in using your FMS Single Sign On User ID and Password, please enter your User ID and Password.

User ID:

Password:

[Log In](#) [Reset](#)

[Forgot your User Id?](#)

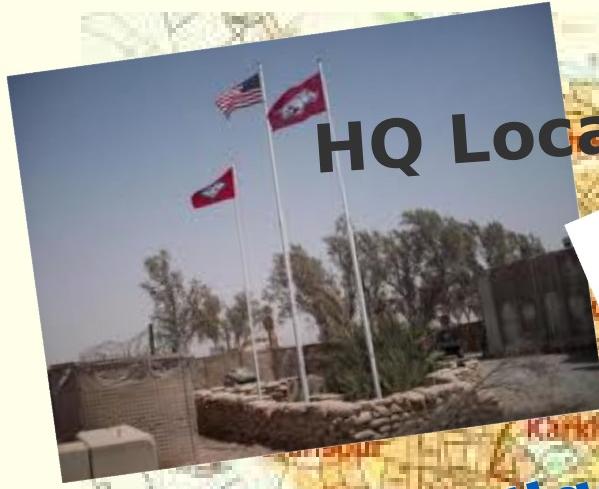
[Forgot your Password?](#)

WARNING
WARNING
WARNING

You have accessed a United States Government computer. Unauthorized use of this computer is a violation of federal law and may subject you to civil and criminal penalties. This computer and the automated systems, which run on it, are monitored. Individuals are not guaranteed privacy while using government computers and should, therefore, not expect it. Communications made using this system may be disclosed as allowed by federal law.



MODULE 19 - SPILLAGE PREVENTION



INFORMANTS
ALA UH AKHBAR
SALIM MULAG TAKAR
ALI BABA SIMKAL
MUHAMMED AL TUPAR

LOCATION....
SPECIFIC
SPECIFIC
SPECIFIC
SPECIFIC



99% of the time the documentation will not be stamped with **SECRET** or **TOP SECRET**



SPILLAGE PREVENTION

Available network platforms

- **SIPRNet (Secure Internet Protocol Router Network)**- The SIPRNET is a system of interconnected computer networks used by the United States Department of Defense to transmit classified information (up to and including information classified SECRET by packet switching over the TCP/IP protocols in a 'completely secure' environment.
 - ✓ Scan Classified (Secret or below) documentation to this system only
- **NIPRNet (Non-Secure Internet Protocol Router Network)**- The Non-secure Internet Protocol Router Network (abbreviated as "NIPRNet," but commonly written "NIPRNET") is used to exchange sensitive but Unclassified information between "internal" users as well as providing users access to the Internet.



SPILLAGE PREVENTION

Scope and Responsibilities

- The Disbursing office must ensure that documentation received in their office does not qualify as “Classified” in accordance with the “DFAS Secret/Top Secret Documentation Classification Matrix”, Local FMSC Policy, and Theater (Combatant Command) Policy
- Disbursing personnel are the front line of defense to make sure sensitive information is not “Spilled” by becoming available to personnel lacking the proper clearance or that they are scanned into an Unclassified electronic platform (NIPR). Classified Spillages can be devastating to our mission in theater, may cause harm to Soldiers, local nationals and will cause you and your team their security clearances by means of UCMJ action and relief.
- Unnecessary documentation must be returned to the originating activity in order to be properly handled and forwarded through the appropriate channels. Do not take it in and process it unless it is completely necessary for payment.
- If any documentation is encountered review the DFAS/FMSC/Theater



SPILLAGE PREVENTION

Example DFAS Secret/Top Secret Classification Matrix

INFORMATION ON VOUCHER REVEALING:	CLASS:	REMARKS
Physical Security Vulnerabilities and vulnerability to terrorist attacks	SECRET	Building specs to include "vulnerability" wording
Future detailed travel itinerary of USCENTCOM Commander	SECRET	Dates of future TDY for General or equivalent SES
Future detailed travel itinerary of General/Flag Officers and civilian equivalent	Classified	Dates of future TDY
Limitations and vulnerabilities of U.S. Forces in the combat area	SECRET	Vehicles which need more armor, specific details about vulnerabilities
Participating units, including types, vulnerabilities, locations, quantities, readiness status, deployments, redeployments, and details of movement of U.S. friendly forces	SECRET	Same vulnerabilities: specifics relating number of weapons, food service identified location
Essential elements of friendly information (EEFI)	SECRET	Radio signals, where uniforms are produced from, type and amount, hours of work
Deployment/Redeployment of units	Classified	Manifest: Future
Force Protection/Threat analysis specifics	SECRET	Vulnerability assessments
Identification of forward Headquarters (Maps, Grid coordinates)	SECRET	If specific locations are mentioned, the use of maps and pinpointing
Information concerning CI/HUMINT and other sensitive intelligence sources and methods. This includes Small Reward Program and payments for information. Any name, sources, locations, or lists of recovered weapons or ammunition. Any name other than "Anonymous" or "Classified", no other pseudonyms permitted.	SECRET	Sources are identified, listing of names, informants, payments for information
Intelligence information obtained from CI/HUMINT without a name or a source	Confidential	No sources or names are identified, subject is addressed
Any discussion of specific threat levels or counter measures	SECRET	
Specific boundaries of bases or combat positions	SECRET	
Rules of Engagement for U.S. Forces	SECRET	
U.S. issued badges for base access	SECRET	Copies of originals
Specific informant names	SECRET	Informant notes
Naming a payee of rewards/payee signature	SECRET	Any person who received a reward for information regarding intelligence involving persons, weapons, or sensitive information
Payments under the rewards program, solatium payments, weapons-for-cash payments, and condolence payments	SECRET	Rewards, no JAG, open allotment



MODULE 20 - POINTS OF CONTACT





CONTACT INFORMATION

- DDS helpdesk mission is to support the deployed environment by providing assistance for DDS related issues.
- If the DA encounters a problem the DDO should always be contacted first. If the DDO is unable to assist, they will direct the DA to call the DDS helpdesk.

#**Phone Number:**

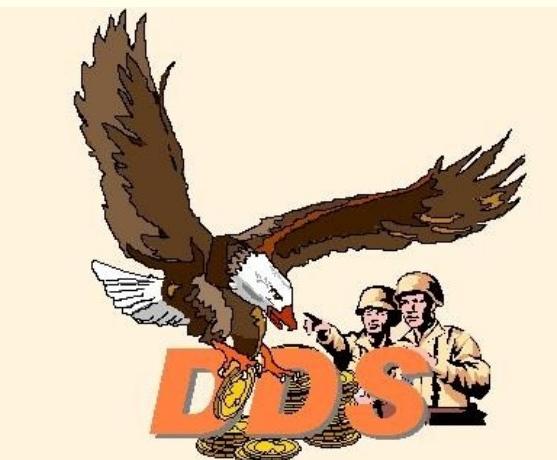
#**Commercial: (317) 212-1490**

#**DSN: (318) 699-1490**

#**Blackberry: (317) 209-6328**

#***Email address:**

dfas.dscc.zte.mbx.dds-helpdesk@mail.mil





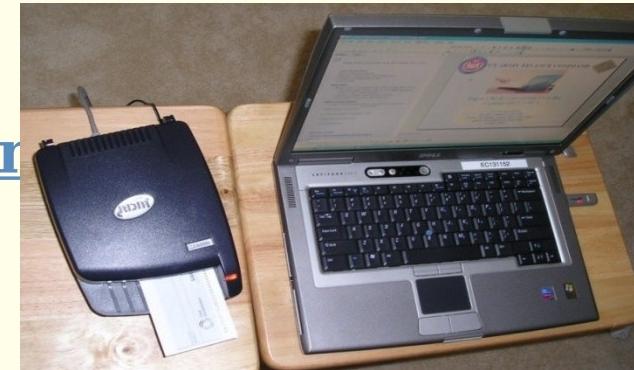
CONTACT INFORMATION

OTCnet Treasury Support Center:

- Comm: **1-866-945-7920** Calling From DSN: (First Dial **809-463-3376**)
- DSN: **510-428-6824**
- OTCnet Mailbox: FMS.OTCChannel@citi.com
- OTCnet Website: <http://www.otcnet.fms.treas.gov>

Policy and Hardware Requests

- Mr. Russ Hacecky
 - russell.t.hacecky.civ@mail.mil
 - DSN: **699-3640**
 - Commercial (317) 212-3640





CONTACT INFORMATION

ECC Customer Service Center

- **Hours of Operation**
 - **0100 - 1900 hours ET Monday - Friday (excluding Federal Holidays)**

- **DSN: (312) 955-3555**
- **US Toll Free: 1-877-973-8982**
- **Fax: (617) 973-3898**

- **Latest SOP, Quick Reference Guides, Bulletins, and Newsletters, etc.)** <https://www.us.army.mil/suite/page/387344>

USAFMCOM Point of Contact

Mr. Charles (Tony) Taylor

charles.a.taylor40.civ@mail.mil

- **DSN: 699-5378**





CONTACT INFORMATION

USAFMCOM OST Website Information

<http://asafm.army.mil/offices/FO/OpSupport.aspx?OfficeCode=15>

 **Army Financial Management**
Assistant Secretary of the Army for Financial Management & Comptroller

Home Organizations Documents General Information Search

OASA (FM&C) | Army Budget (BU) | Cost & Economics (C&E) | Financial Information Management (FIM) | Financial Operations (FO) | Army Comptroller Propriety (PO)

Organizations	Date
OASA (FM&C)	01/10/2013
Army Budget (BU)	01/10/2013
Cost & Economics (C&E)	01/10/2013
Financial Information Mgmt (FIM)	01/10/2013
Financial Operations (FO)	01/10/2013
Army Comptroller Propriety (PO)	01/10/2013

Financial Operations (FO)	Date
Organizational Structure	01/10/2013
Financial Organizations Links	01/10/2013
Financial Rates and Allowances	01/10/2013
Accountability and Audit Readiness	01/10/2013
Antideficiency Act	01/10/2013
Defense Travel System-Army	01/10/2013
Internal Control	01/10/2013
Internal Review	01/10/2013
Joint Recon Program	01/10/2013
Travel Charge Card	01/10/2013
US Army Financial Mgt Command	01/10/2013
General Information	01/10/2013
Documents & Related Links	01/10/2013

Operational Support Team

+ Welcome to the ...

+ Our Mission Statement

Documents & Links

Operational Support Team	Date
Operational Support Team page	01/10/2013
Functional Areas	01/10/2013
Pay Support	01/10/2013
Defense MilPay Joint Military Pay System (DJMS)	01/10/2013
<input type="checkbox"/> DJMS (AC)	01/10/2013
<input type="checkbox"/> MMPA (RC)	01/10/2013
<input type="checkbox"/> Research Entitlements (AC)	01/10/2013
<input type="checkbox"/> Research Entitlements (RC)	01/10/2013
Reports	01/10/2013
Case Management System (CMS)	01/10/2013
<input type="checkbox"/> CMS Search Case	01/10/2013
<input type="checkbox"/> CMS Input Case	01/10/2013
<input type="checkbox"/> CMS Update Case	01/10/2013
Defense Military Office (DMO) Software	01/10/2013
<input type="checkbox"/> Casual Payments	01/10/2013
Travel	01/10/2013
Debt Management	01/10/2013
Entitlements	01/10/2013
<input type="checkbox"/> Cost of Living Allowance (COLA)	01/10/2013
<input type="checkbox"/> Bonus	01/10/2013
Deployment Entitlements	01/10/2013
<input type="checkbox"/> Deployment Entitlements	01/10/2013



Questions??

